SIFWorks® VRF® Data Collector

User's Guide

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Contents

1. Introduction

Intended Audience

This guide is intended for users of the Data Collector at Local Educational Authorities (LEAs).

This guide provides basic descriptions of the Data Collector User Interface (UI), and simple instructions for creating, certifying, and submitting data collections. This document also references the Report Collector, the other main part of the SIFWorks® Vertical Reporting Framework® (VRF), which is documented separately.

Note: The instructions in this guide assume that the Data Collector is running, and that the user or administrator is logged in with sufficient permissions.

Definitions of Terms

Collection Request: State-issued specifications for requesting data (also known as a Report Manifest in the Schools Interoperability Framework (SIF) standard).

Data Collection SIF Zones: These are the SIF Zone(s) to which the Data Collector connects to request SIF objects, in the process of collecting data from SIF-enabled applications.

Data Source: A source of data, for the LEA, used during data collection. Examples: flat files used with prior state reporting collections, SIF Zones.

Deployment: The SIFWorks VRF Data Collector offers a degree of customization to meet state-specific requirements. The term "deployment" refers to the Data Collector as customized in your environment.

Flat File: A comma-separated values (CSV) file, or fixed format file, containing data for the data collection. Often, such files were used by the state reporting collections in the process replaced by VRF, and VRF supports these flat files as one of its data sources.

Region: a grouping of LEAs. Not all states use Regions.

Role: VRF uses roles to control user permissions. The role associated with your account determines what you can see and what you can do in the Data Collector application.

Requesting Agency: The agency that publishes collection requests and subsequently accepts data submissions. Example: the State Department of Education, also referred to as the **State agency**.

Requesting Agency SIF Zone: The SIF Zone in which the Data Collector sends the submissions to the State agency (to its Report Collector).

Submitter: The organization (not the person) that submits data collections to the Requesting Agency. Examples: a school district, a charter school.

SIF: School Interoperability Framework: a data model and a communication protocol used by VRF, to collect data from SIF data sources.

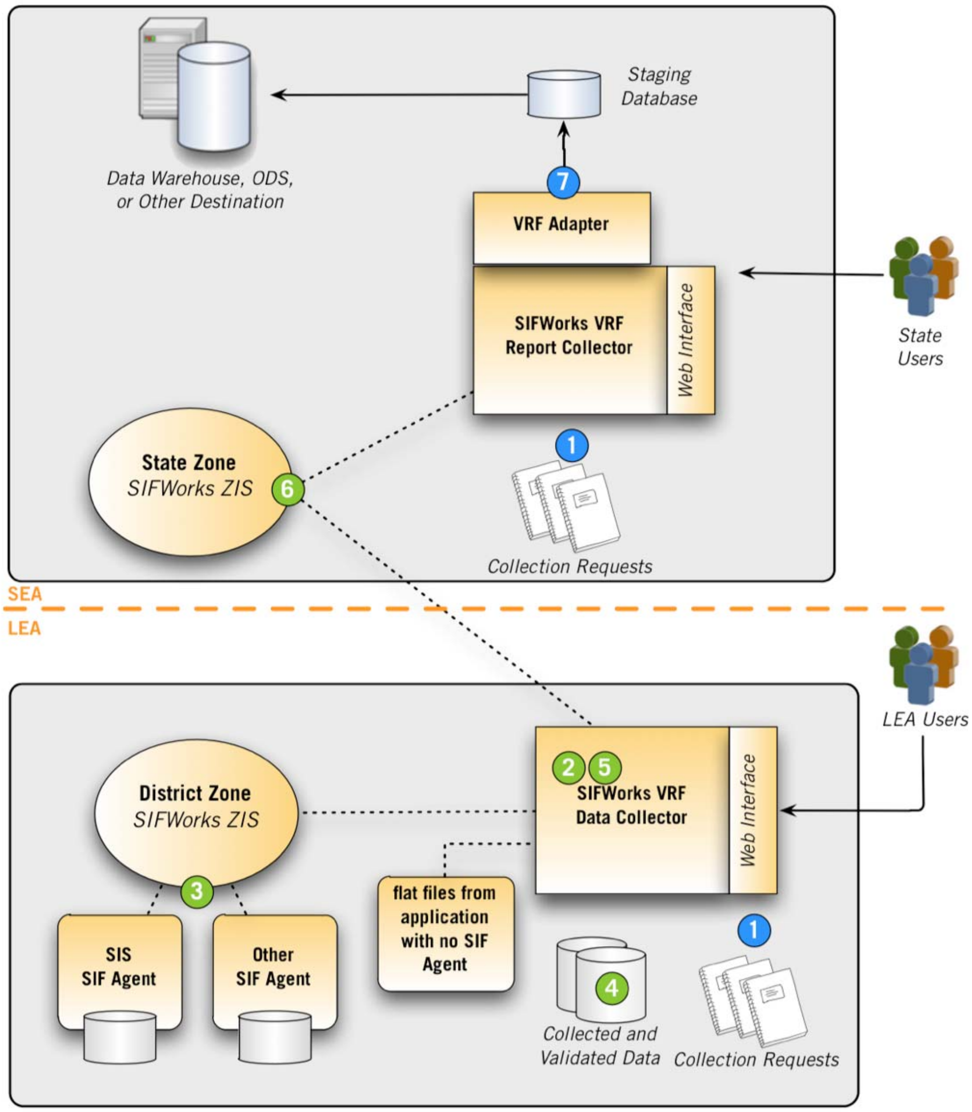
SIF Zones: A distributed system that consists of a Zone Integration Server and one or more SIF-enabled software applications (software applications that have a SIF Agent).

Introduction to SIFWorks Vertical Reporting Framework (VRF)

The governing idea behind the SIFWorks Vertical Reporting Framework is that the state requires data. The state sends out the specification for these data requirements with their accompanying deadlines, and each Submitter fills the data requirements and submits the data. VRF calls the specification for these data requirements a *Collection Request*.

To accomplish these purposes, the SIFWorks VRF includes two applications: the Data Collector, which enables school districts and other LEAs to collect data and create submissions, and the Report Collector, which operates centrally at the state level, collecting the submissions from the Data Collectors. The following diagram illustrates how these two applications and their high-level components fit together.

Vertical Reporting Framework Structure



1. The Collection Requests have been distributed from the Report Collector to the Data Collector(s).
2. Using the Web Interface, the Data Collector users start data collection.
3. The Data Collector collects data from SIF-enabled applications in SIF Zones and from other data sources (flat files).
4. The Data Collector validates the collected data.
5. Users at the Data Collector examine the validated collection and the validation exception report. Users may correct the data at the source (e.g., the SIS) and re-collect the data.

6. Once satisfied with the validation results, the Data Collector user submits to the Report Collector via the State Zone ZIS.

7. The processing at the Report Collector results in the submitted data loading into the staging database. From there a deployment-specific application, outside of the SIFWorks Vertical Reporting Framework, processes the data into an Operational Data Store (ODS), or a data warehouse.

2. VRF Applications

Data Collector

The Data Collector is an application that can collect data from multiple sources, including SIF-enabled applications, such as a Student Information System (SIS), and flat files, such as the ones used by the prior state reporting collections system.

The Data Collector's web-based console allows users to:

- Collect data in accordance with the collection request requirements.
- Process the collected data, including the validations defined in the collection request.
- View the validation exceptions report – which shows errors found by the validation rules in the collection request. Records which failed validation will be excluded from the submission. The validation exceptions include informational messages and warnings as well as errors.
- Examine the prospective submission to see which records will be excluded from the submission as a result of a validation error, or a dependency on a record which will be excluded.
- Certify the submission and send it to the State agency (Report Collector).
- View the responses from the State agency (Report Collector) regarding the status of the received submission (at the Report Collector).

Using the Data Collector, submitters that participate in the SIFWorks Vertical Reporting Framework deployment receive collection requests and are able to collect data to validate, examine, and submit data collections.

Report Collector

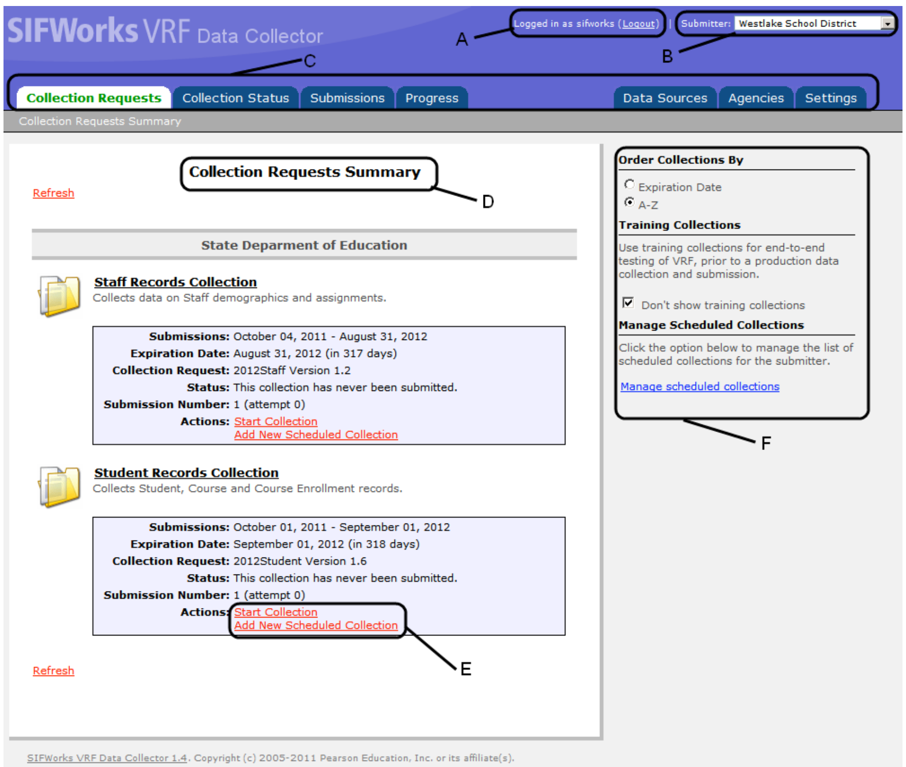
The Report Collector is an application that runs at the state level to publish collection requests and receive submissions from the Data Collectors. As submissions are received over the secure statewide SIF infrastructure, the Report Collector stores the data received in a repository, where it is then further processed and validated. Information is returned to the Data Collector for school district review.

The Report Collector's web-based console facilitates monitoring data preparation at the Data Collectors, and the submission of the data by each Submitter by the State.

3. Organization of the Data Collector User Interface

The Data Collector user interface displays login information, the name of the selected submitter, tabs for navigating and operating the Data Collector, menus and operators, conventions for each tab or page, and sub-menus or sidebars for each tab or page.

How It Looks



A. Login / Logout

B. Submitters List

C. Data Collector Tabs

D. Page Title

E. Data Collector Actions

F. Sidebar or Sub-menus

Data Collector Roles

Exactly how the page will look when you log in depends on the Role associated with your login account. There are three roles in the Data Collector:

- **User**: can only look at things. Cannot start a collection or submit the collection.
- **Submitter**: can do everything associated with a data collection: start collection, validate it, submit it, etc.
- **Administrator**: can configure things, in addition to having all the Submitter permissions.

In addition to permissions, each role has a scope associated with it. There are three scopes:

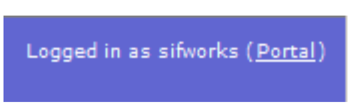
- **LEA**: the role is limited to a single submitter.
- **Regional**: the role encompasses all LEAs (submitters) in the Region. Not all deployments use Regions. Regional roles are only used in a deployment which uses Regions.
- **Server**: this role includes all the LEAs (submitters) at all the Data Collectors in the deployment.

The permissions and scopes are independent of each other – all combinations are possible. A deployment without Regions has 6 roles: LEA User, LEA Submitter, LEA Administrator, Server User, Server Submitter, and Server Administrator. A deployment with Regions will also have the Region User, Region Submitter and Region Administrator roles.

When the role associated with your login account allows you access to multiple submitters (LEAs) the currently selected submitter displays in the upper right-hand corner of every page. Many of the Data Collector web pages operate in the context of the current submitter. See section **C. Submitter Selection** (below) for more information.

A. Login / Logout

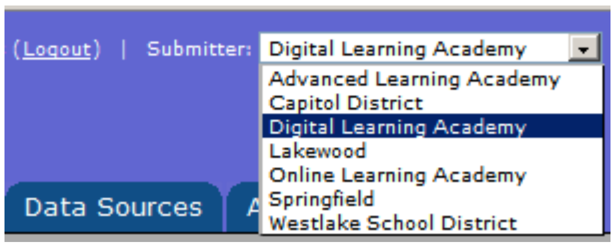
The current user's ID and the logout link are located in the upper right of the Data Collector page. If the Data Collector is integrated with a Portal in your deployment, the page shows a Portal link, rather than a Logout link.



When the Data Collector runs as a Portal application, you log in and out of the Portal, not the Data Collector—hence the Portal link (so you can return to the Portal), rather than a Logout link to log out from the Data Collector.

B. Submitter Selection

When your account is authorized for more than one submitter, e.g., because it has a Regional or a Server Role associated with it, the upper right of the page shows the Submitter drop-down. The submitter displayed in the drop-down is the current submitter – the three left-most tabs as well the Data Sources tab display the information in the context of this submitter.



Some Portals let you choose the submitter in the Portal, when you select the Data Collector application – in this case, the submitter you select in the Portal will be the current submitter at the time the Data Collector displays in the browser.

If you are authorized for a single submitter, the submitter drop-down does not display and the current submitter is always the one for which you are authorized.

C. Data Collector Tabs

The pages in the Data Collector web console are organized into tabs. These tabs are the means by which the Data Collector is operated. Click on each tab to navigate to a corresponding page. Exactly which tabs you will see depends on your role (the role associated with your Data Collector login account).

Tabs on the Left

The tabs on the left—Collection Requests, Collection Status, Submissions and Progress—are used to for all the tasks related to data collection and submission, and the monitoring of progress of collections and submissions

- The **Collection Requests** tab is the main tab where you control the data collection and submission process. From this tab you start a data collection, validate the collected data, examine the validation results, and certify and submit the collection.

- The **Collection Status** tab allows you to view progress for the data collections that are currently taking place.

- The **Submissions** tab displays the progress of the current submission and the historical list of all the submissions for each of the collection requests.

- The **Progress** tab allows you to view the status of collection, or preparation for a submission, across all the submitters and collection requests to which your role gives you access.

Tabs on the Right (Primarily Administrative)

The three tabs on the right of the Data Collector main page—Data Sources, Agencies, and Settings—are primarily for administrative use (in configuring the Data Collector and the Submitter). The availability of these tabs depends on your role:

- User roles do not see any of these tabs
- Submitter roles see the Data Sources tab (allows uploading flat files to a Files data source)
- Administrator roles: LEA administrator sees only the Data Sources tab, Regional administrator sees Data Sources and Settings tabs, and Server administrator sees all three tabs.

Data Sources tab

> Note: The Data Collector gathers data from SIF Zone(s) as well as from "Other Data Sources" (flat files) configured in the Data Sources tab.

The **Data Sources** tab lists the SIF zones and other data sources from which the Data Collector can gather data. SIF zones and other data sources can be added, configured, or removed through this tab (this requires an Administrator role). The Submitter (or Administrator) role can upload flat files to a Files data source.

Agencies and Settings tab

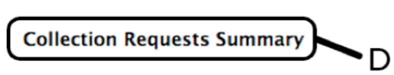
> Note: The Agencies and Settings tabs are accessible only by users with administrative privileges. These tabs are not visible when the logged in account has a Submitter or a User role.

The **Agencies** tab shows the Requesting Agency with which the Data Collector is registered. From this tab you can view the Requesting Agency contact information, and the list of collection requests published by the Requesting Agency.

The **Settings** tab allows administrators to manage submitters (regional and server administrators) and to configure the Data Collector (server administrators only).

D. Page Title

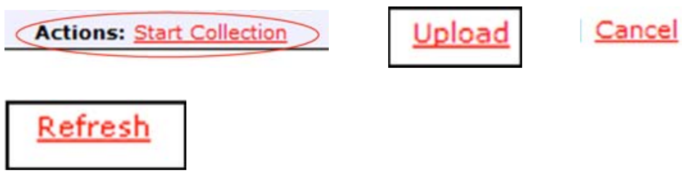
The title of the page you are on displays at the center top of the page.



E. Data Collector Conventions

The Data Collector pages are navigated and operated through the use of links, radio buttons, data fields, drop-down lists, check-boxes, and expand/collapse lists. Generally, these operators execute commands specific to the page or sub-menu on which they are found, and behave in the following ways.

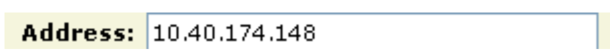
- **Links**—Usually underscored in a color that contrasts with the surrounding page; perform named operations and actions; accept or allow options, edits or changes entered through data fields or radio buttons; advance to the next page or to a subsequent step in a process (in which case, the selected link becomes “grayed out” or unavailable). Following are some of the links you will see in the Data Collector pages:



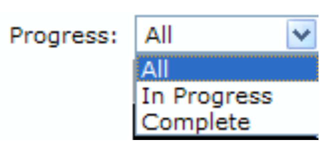
> Note: The **Refresh link** is displayed on various pages in the Data Collector. The Data Collector pages are static; that is, you must click on the Refresh link to apply options or filters you might have selected, or to update the current page with the latest “behind-the-scenes” information (the status of a collection, for example).

- **Radio buttons**—Allow the selection (or de-selection) of options. (In most cases, the radio button options are not accepted until a “Save” or “Accept” button or link is then selected.)

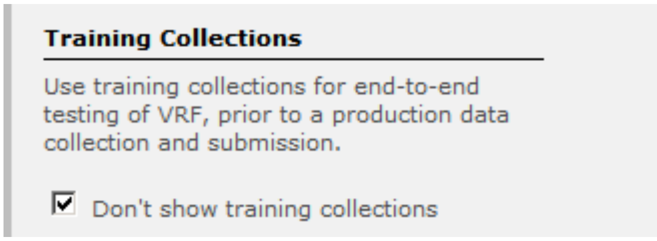
- **Data fields**—Accommodate the entry of information, such as URLs.



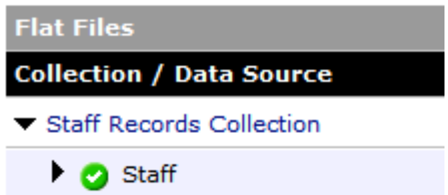
- **Drop-down lists**—Provide choices specific to the current page or sub-menu.



- **Check-boxes—**Allow the selection of options to filter or manage Data Collector actions



- **Expand/Collapse lists**—Determine the scope of a selected list (to show more or less information, as needed).



- **Status Icons**—Through the Data Collector, these symbols are used to indicate the progress or status of selected actions:

 Action completed or connection sound.

 Warning; indicates a possible error or a need to repeat a step or action.

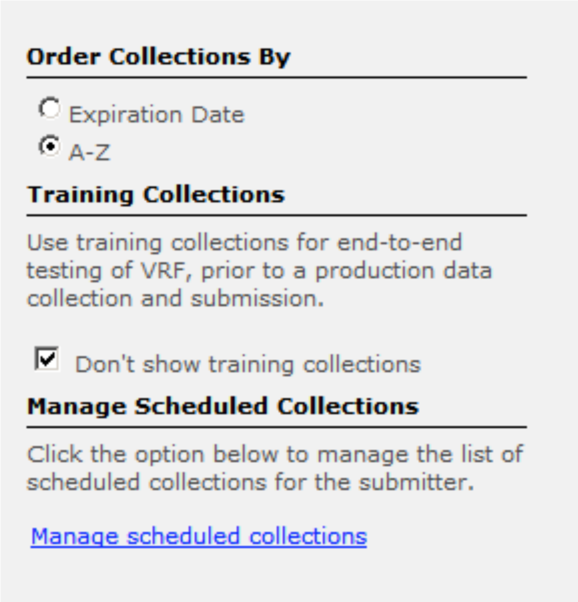
 Unexpected errors were encountered during the current phase of processing.

Note: The appearance of the “red X” error icon beside the folder icon in the Collection Requests Summary page (Collection Requests tab) indicates that unexpected application errors were encountered during the **current phase** of the collection process (Collection, Validation, or Certify & Submit). The most common cause of such errors is errors in the collection request specification. These differ from validation exceptions, Validation exceptions indicate validation errors in the collected data, are expected, and do **not** cause this icon to show beside the Collection Request folder.

 Action (for example collection) in progress. In addition to this static “clock” icon, there is also an animated spinner icon which also indicates an action in progress.

F. Data Collector Sidebar

To the right of most pages in the Data Collector are sidebars—links, check-boxes, or radio buttons—that may be used to set up, filter, or offer additional functionality to what the main page offers. Like the tabs in the Data Collector page, the availability of the sub-menus and links in the sidebar depends on the role of the logged in user.

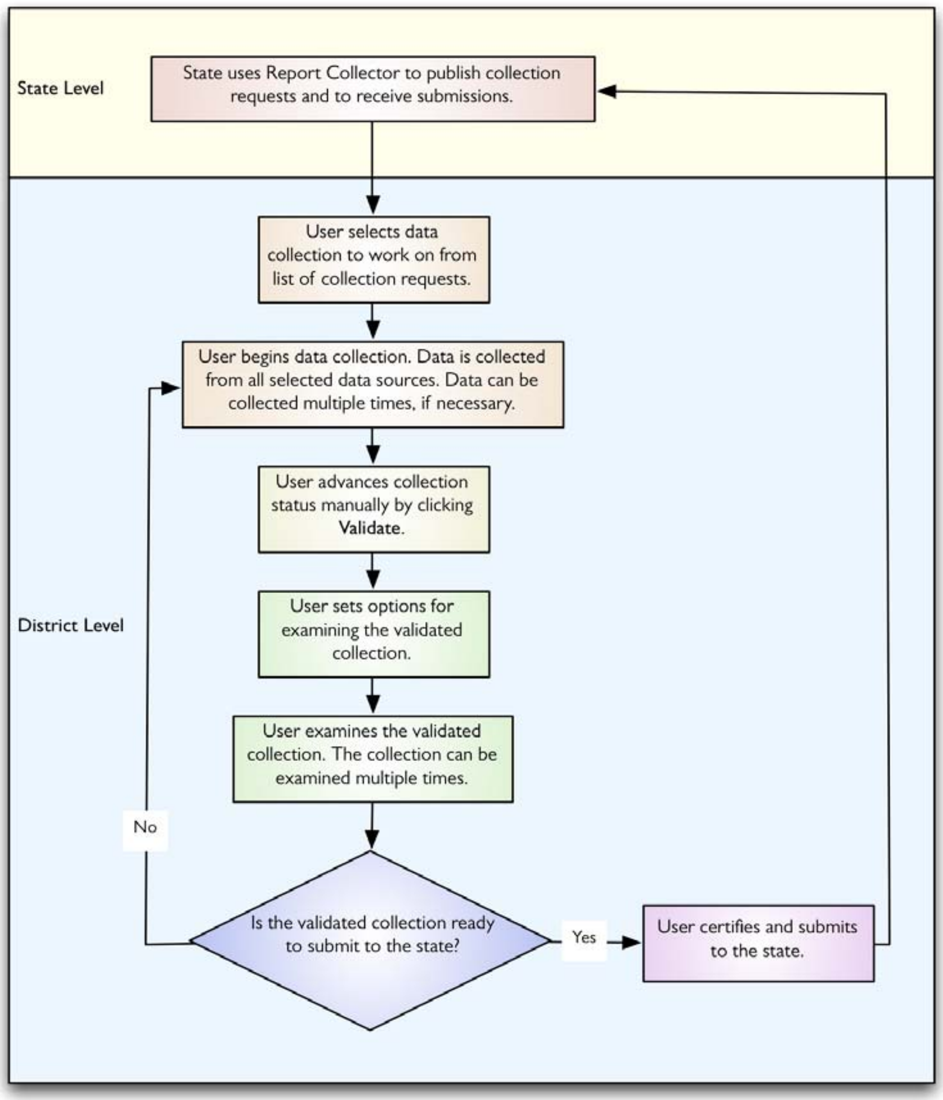


About Training Collections: In the sidebar menu of the Collection Requests Summary page shown above, the "Don't show training collections" box is unchecked. If you want to use "training" collections, that is, "test" collections, leave this box unchecked.

4. Collection and Submission Processes

Data Flow

The following flowchart illustrates the process for collecting data and creating a submission in the SIFWorks Vertical Reporting Framework Data Collector.



The process is organized into a structured workflow through which the data collection, validation, and submission is carried out.

The Data Collector (DC) guides users through each phase:

1. Collecting the data for the Collection Request.
2. Validating (or preparing) the collected data.
3. Examining the results of the validation. These include the validation exceptions report and the displays of records for each record type – these show which records will be excluded from submission because of validation exceptions
4. Certifying the submission
5. Receiving responses from the State agency (Report Collector) regarding the status of the submission.

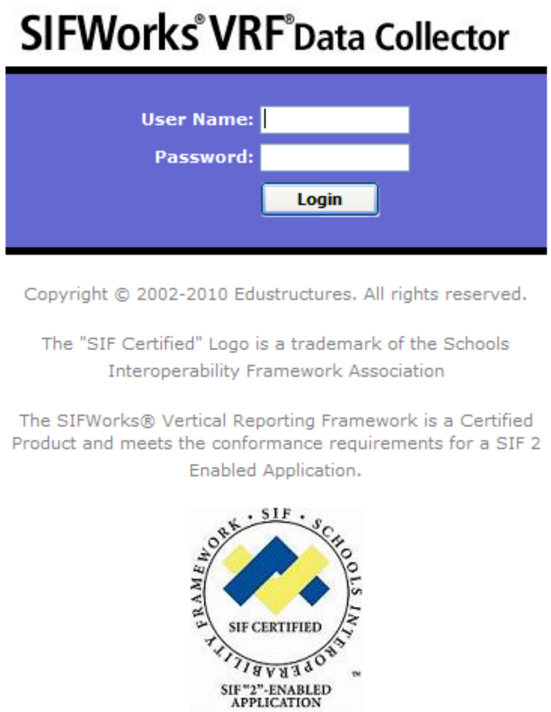
The first three steps—collecting data; validating; and examining the results—can be repeated multiple times in an effort to correct errors that are identified in the validation exception report, before the submission is certified and sent to the state.

Logging In

How you access the Data Collector depends on whether or not, in your deployment, the Data Collector runs under a Portal.

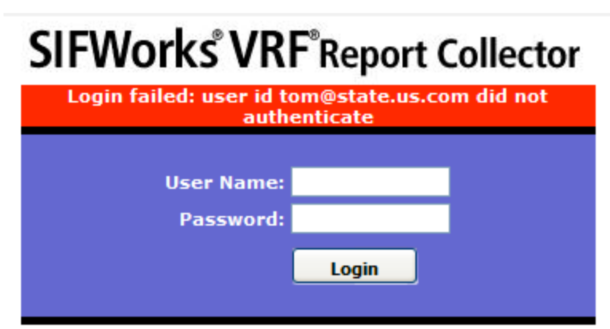
When the Data Collector runs as a separate application (not part of a Portal), open your web browser. In the browser window, enter the appropriate URL. The exact URL will differ for each deployment. (See your VRF administrator for details.)

The following page will display.



Enter your username and password.

If your login fails (for example, if you misspelled your user id or password), the Login page displays a login failed message:

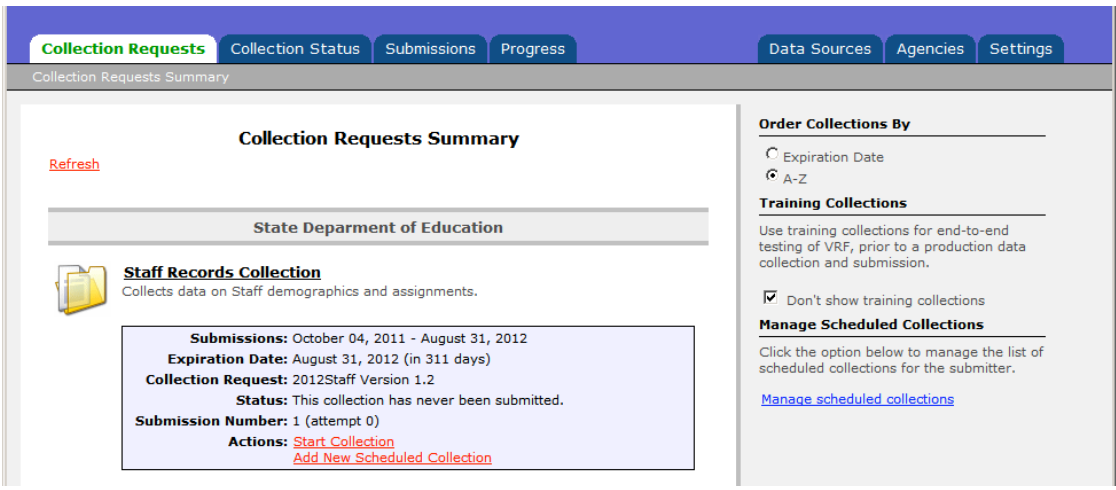


When the Data Collector is integrated with a Portal you access the Data Collector by selecting it from the applications made available by the Portal. (See your Portal administrator for details.)

Responding to a Collection Request

The following sections will take you through the phases of Data Collection: Collect; Validate; Examine; and Certify & Submit.

The Collection Requests Summary page contains a section for each collection request. The links in the Actions section enable you to work with the collection and take it through the processing phases, from starting the data collection to the final certification and submission.



Understanding the fields on the Collection Request Summary page

The main page of the Collection Request Summary page lists the currently available collection requests. Underneath the collection request name you see a description of the collection request. Below the description, in a box with a background color, you see the information about the latest collection (if any) for the request. The shade of the background color informs you of the overall status – as soon as there are some validation exceptions, or some phase of the collection processing encounters errors, the shade turns from light purple to light orange.

Collection Fields

This section serves more as a reference than as a guide. Read this section if you have used the Data Collector before, or if you have received training on the Data Collector. Otherwise, you may want to skim over this section and move on to the next sections, which give you step-by-step instructions for starting and monitoring a data collection. Then come back to this section for reference, as needed.

The first three fields describe the collection request itself. The rest applies to the latest collection. The fields with links to the validation exceptions report, or the Errors & Messages page, display only when there are validation exceptions or processing errors.

Submissions: The period during which you can make submissions to the Requesting Agency for the collection request. Depending on when the agency publishes the collection request, you can collect and validate data, and examine the results prior to the submission period; however, you cannot submit until the start of the submission period.

Expiration Date: The end of the submission period -- the last date on which you can certify and submit a collection.

Collection Request: This field contains two values: a short code which uniquely identifies the collection request and the collection request version. Depending on the practices by your state agency, the version may be an integer (e.g. 5), or a decimal value (e.g. 5.2). Each time the Requesting Agency updates a collection request it increments the version. The version numbers need not be consecutive. The purpose of the collection request version is to track the different versions of the collection request, as it undergoes changes. The version number has no other meaning or purpose – its main purpose lies in answering to the question "with which version of the collection request was this submission validated?"

Status: The disposition of the latest collection for the request. In the following status messages, the text within the angle brackets <> will be replaced by actual values, e.g., March 8, 2012 instead of <date>, or 11:52:37 PM instead of <time>:

> **This collection has never been submitted**: this status is displayed for a new collection request for which a collection has never been started (does not include canceled collections).
>
> **Data Collection starting**: displayed while the Data Collector is in the process of starting the collection – usually lasts only a few seconds.
>
> **Data Collection is in progress**: displayed until collecting data completes.
>
> **Data Collection completed successfully <today> (or on <date>) at <time>**: for example, Data Collection completed successfully today at 8:15AM.
>
> **Data Collection completed with errors or warnings < today> (or on <date>) at <time>**: this message is rare. Make sure to check the cause of the errors or warnings by clicking on the link next to Errors & Messages. Warnings bring some information to your attention (such as other than expected condition of the flat files used for data collection). However, errors may indicate an error in the Data Collector application. In either case, you should not move on to the Validate step until you examine the errors and warnings – in the case of errors, you will likely need assistance getting the errors resolved.
>
> **Data Collection stopped by <user id>. You must take action to cancel the collection, or start the collection over**: displayed when someone stops the collection – the <user id> identifies the user who stopped it.
>
> **The collection has finished validations <today> (or on <date>) at <time> and is available for you to examine or certify**: displayed after the validation step has completed within 24 hours of your viewing the status. The validation "expires" after 24 hours – you need to rerun the validations before you can submit; see the next status below
>
> **The collection has finished validations on <date> at <time> and is available for you to examine. You need to re-validate to make it available for**

certification: displayed when the validation step completed more than 24 hours ago. The validation of a collection expires after 24 hours, because validation tables are typically updated within every 24 hour period. Changes to the validation tables can produce different validation results.

Validation <today> (or on <date>) at <time> resulted in one or more errors. You may correct the errors and recollect the data, validate the collection again from current data, or cancel the collection: this message is rare. It may indicate an error in the collection request itself. Make sure to check the cause of the errors or warnings by clicking on the link next to Errors & Messages. Such errors often result in excluding valid records from a submission. You will likely need assistance getting the errors resolved.

The collection currently being sent to <Requesting Agency name>: displayed while the submission is in progress.

The collection was submitted <today> (or on < date>) at <time> by <user id>: displayed after the State agency (Report Collector) receives the submission

Validation Status: Has the link to the validation exceptions report, if the validations found any errors (or warnings) in the collected data. Click on the link to view the validation exceptions report. Keep in mind that the Data Collector excludes from the submission records which have validation errors. If, in your deployment, the Department of Education sends its own validation exception report (after performing multi-district or multi-year validations), this field may have another link, called *Validation Exceptions (Statewide)*.

Submission Status: Displays after a collection has been submitted to the State agency (Report Collector) and before the next collection has been started. The Report Collector sends status updates as it processes the received submission, and this field shows the most recent of these statuses. For more detailed information, click on the View Submission Results link in the Actions field. This field disappears once you start the next collection.

Errors & Messages: Shows the number of errors, warnings, and informational messages, when the current processing phase encountered any processing errors or warnings. The text of this field is a link to the Errors & Warnings page. Always click on this link (when present) to check the errors and warnings, before progressing to the next phase of collection processing. If you disregard the errors, and move on to the next processing step, the link's wording changes to Other Errors – so you can still view the prior processing phase's errors even after you disregarded them initially.

Submission Number: The submission number, followed by the "attempt" number (in parentheses after the word "*attempt*"). The attempt number starts at 0 and increments each time you validate the collection. The attempt number is not seen by the state – the only purpose of the attempt number is to help you track the activity on this collection (by counting how many times the collection has undergone validation). The submission number shows the number of the submission currently worked on, or just submitted – i.e., the submission number starts at 1 and is incremented to 2 as soon as you start the second data collection after sending the first submission to the State agency (Report Collector). The submission number is included with the submission, to help identify each submission for a single collection request and from the same LEA.

Actions: A list of links, where each link represents an action you can perform on the current collection. The contents of this list of links will vary, depending on the collection processing phase and the Role associated with your Data Collector account. For example, the User roles will only see the Examine link (and only when a collection is ready to examine). By clicking on these links you advance the collection processing from one step to the next. The Actions links you may see include:

View Submission Results: displays after the Report Collector starts receiving the submission. The Report Collector sends status updates as it processes the received submission. Click on this link to view the status of the submission's processing.

Start Collection: displays before you ever started a collection, or after a submission started transmitting to the Report Collector. Click on this link to start a collection,

Start/Stop Collection: displays when a collection is in progress, or has completed for some data source(s). Use this link only when you need to manipulate the collection by individual data source. In most cases, simply cancel a collection and start a new one, rather than stopping or restarting a collection.

Validate: displays when the collection completes collecting data from a data source. Click on this link to execute the validation rules in the collection request and move the collection to the next phase (validated).

Validate (in progress): displays while the Data Collector is executing the validations on the collection. Clicking on this link redirects you to the page which shows you the progress of the validation process. Note that currently there is no way to cancel a validation in progress (there may be such an action link in a future release). During validation in progress, the only other action link available is Add New Scheduled Collection. This means that you cannot cancel a collection while it is validating – you can cancel it after the validating finishes.

Examine: displays when the validation processing completes. Click on this link to examine the results of the validations. You will be able to view an HTML page in the browser, or download a CSV file, for each of the record types collected for this collection request. The browser page (and the CSV file) indicate which records will be excluded from the submission because they have validation errors, or depend on records which have validation errors. To see the validation errors, click on the Validation Exceptions link (in the Validation Status field).

Note: while the Examine link is listed **after** the Validate link before the collection is submitted, it moves **ahead** of the View Submission Results link (and the Start Collection link) after the collection has been submitted (and the subsequent collection has not yet started). This elucidates that clicking on the link examines the already submitted collection, not the next one (which has not yet been started).

Certify & Submit: displays once the validating finishes, as long as the validations were performed within the last 24 hours. Click on this link once you are satisfied with your examination of the validated data, and the validation exceptions report, to submit to the State agency (Report Collector).

Cancel: in most cases, displays after a collection has started – the only exception is while the collection is validating (and after the collection has been submitted). Click on this link when you want to eradicate this collection and start over – cancel deletes everything related to the current collection. After you cancel a collection, the prior collection (if any) becomes the most recent collection for the collection request. The Status field will show the status of this prior collection.

Add New Scheduled Collection: this link is always available (even while validating) and it has nothing to do with the current collection. Click on this link to schedule a collection which will collect data (or collect and validate) on a recurrent basis (or once) at a scheduled time. Once the collection request has a scheduled collection associated with it, an alarm clock icon displays in the corner of the folder icon, next to the name of the collection request. This icon serves as a reminder that you have a scheduled collection – if it had run once only, and it has already run, you can edit this "old" scheduled collection, and schedule it for a future time, instead of adding a new scheduled collection.

Starting a Data Collection

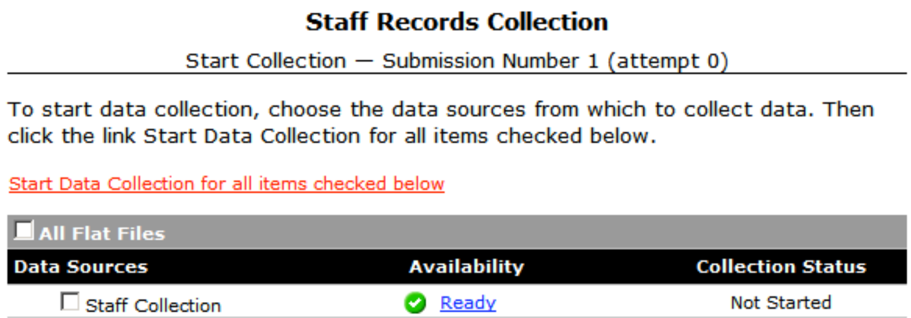
1. Log in to the Data Collector.

2. The **Collection Requests** page is displayed.

3. Click the **Start Collection** link, for the collection request for which you want to start the data collection.

4. The **Start Collection** page is displayed. Note that, in the following page shot, the submitter is set up to use both SIF and Flat Files data sources. In your

deployment any particular collection request may support data collection from only Flat Files or only SIF Zones.

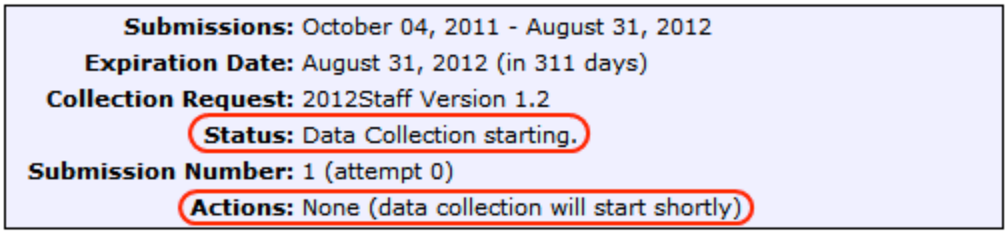


In addition to listing the data sources, this page shows the status of each data source. You will not be able to collect data from a SIF Zone unless its status is Connected. You will not be able to collect data from a Flat Files data source unless its status is Ready. The green check mark status icon also indicates that you can collect from a data source – this icon changes to the yellow warning icon or the red error icon if there are some problems accessing the data source.

5. Select the data sources that will be used in this collection, by clicking on the checkboxes to the left of the data source name.

6. Click on the link, **Start Data Collection for all items checked below.** The page will redirect back to the Collection Request Summary page.

7. Between the time when you click the **Start Collection** link and the time when the actual collection process begins, you will not have any actions available; however, the **Status** field will inform you that data collection is starting.

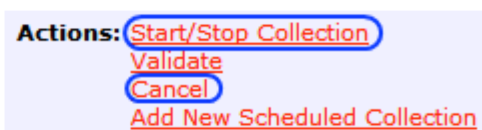


8. Once the collection has started the Actions section will show the Start/Stop Collection and Cancel links; to monitor the progress of the collection, click on the Collection Status tab. (See "Monitoring Data Collection.")

> Note: The Data Collector can perform multiple collections simultaneously. If your role includes multiple submitters, or you wish to start data collection for more than one collection request, you can start another data collection while the previous one is still collecting data (or is about to start). Simply go back to the Collection Requests Summary page, and click the "Start Collection" link for each desired collection request.

Stopping vs. Canceling a Data Collection

Sometimes you may need to stop a data collection before it completes. In the Actions section of the Collection Requests Summary page, there are links for executing operations on the current collection in progress. Depending upon the status of the collection, these links can include Stopping or Canceling a collection (Start/Stop and Cancel).



Generally, canceling a collection is more efficient than stopping it. There is one use case where stopping a collection has an advantage over cancelling. See the details below.

Stopping a Collection

You stop a collection by data source, e.g., by the SIF zone or the Files data source. Stopping is not synonymous with "pausing" – when you stop a collection and later restart it, you restart collecting the data from the beginning, not from the point where you stopped it. When you stop a collection, the data collected so far will not be discarded until the collection is restarted (or cancelled). Stopping a collection allows you to stop collecting from one data source without stopping collecting from the other one. For example, you realize that you did not upload the latest flat files before you started collection from both the SIF zone and from flat files data sources. You can stop collecting from the flat files, upload the latest files, and restart data collection from the flat files, without disturbing the on-going collection from the SIF zone. This is the only use case where stopping then restarting a collection has an advantage over canceling a collection and starting a new one.

Canceling a Collection

Canceling a collection immediately discards all the data collected so far, from all data sources, and eradicates any indication on the collection requests page that the collection had ever started. Cancel also notifies the State agency (Report Collector), so to a state user monitoring the progress of collections at different LEAs it will also appear as though the collection had never started.

> **Warning**: You can stop or cancel the collection from the point of view of the Data Collector; however, in a SIF zone, you cannot undo the effect of having started a collection. The application from which data is collected through SIF will continue to send responses (which the Data Collector discards immediately upon receipt). Repeatedly starting and canceling (or stopping) a collection in a SIF zone will stress the resources of the SIF agent replying to the data collection SIF requests. When you eventually start the collection (without stopping or cancelling it this time) receiving data most likely will be delayed while the Data Collector continues to discard the data received in response to the previous (cancelled) collections.

What's the Difference?

Data management: Cancel immediately discards data; Stop discards data only when the collection is restarted. When you start data collection after you cancelled the previous one, the collecting of data can start immediately (even though the Data Collector may still be cancelling the previous collection "in the background"). When you restart data collection after stopping the previous one the Data Collector has to finish discarding the data previously collected before it starts the new data collection.

Scope: Cancel applies to the entire collection; Stop applies only to a single data source.

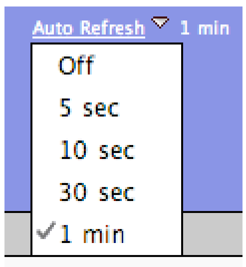
> **Note:** If you are collecting data from more than one source and need to discard an entire collection, then "Cancel" is more efficient than "Stop." If you are collecting from the SIF zone and from flat files, and need to stop the SIF collection, then "Cancel" is still more efficient than "Stop" – even though cancelling will discard the data collected from flat files as well as data collected from SIF (flat files collection is much faster). On the other hand you can "Stop" collecting from the flat files and later restart collecting data from them, without affecting a collection from the SIF zone already in progress.

Monitoring Data Collection

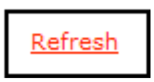
The Collection Status tab allows you to check the progress of data collection(s).

Before You Begin

Auto-refresh link—This drop-down menu is displayed in the banner at the top of the Data Collector page when the Collection Status tab is selected. The Auto-refresh link allows you to set the intervals between automatic refreshes for the Collection Status page, in lieu of clicking the Refresh link for each refresh of the page. Mouse over the auto-refresh link to display the menu and select the refresh interval. (The default is 30 seconds.) You can also turn off the automatic refresh.

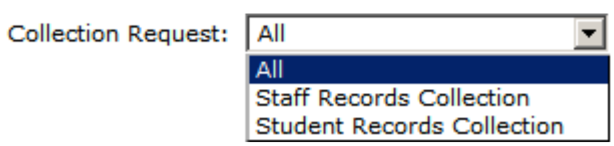


Refresh link—Click on the Refresh link to update the page according to the options selected in the filter drop-downs and the latest available information on the collection(s).

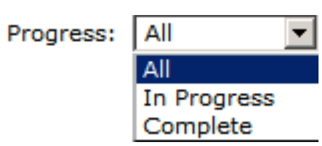


Filter drop-downs—By default the Collection Status page displays the status of the collections for all the collection requests and regardless of their progress. You can filter which Collection Status to view.

Click on the Collection Request **drop-down to select a single Collection Request or All**.



Click on the **Progress drop-down to** select only collections that are **In Progress** or only the ones that **Complete**, or **All**.

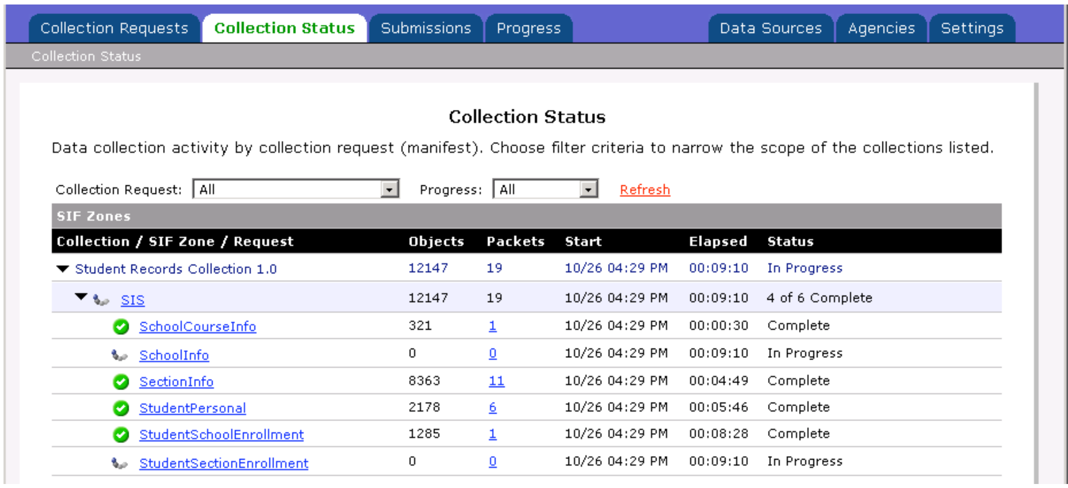


Monitoring Collection Status

To view the progress of Collection Requests:

1. Click on the **Collection Status** tab.

2. The **Collection Status page displays.**



The **Collection Status** page looks and behaves in the following ways:

The first column in the SIF Zones section of the Collection Status page includes:

Collection: Identifies the Collection Request.
SIF Zone: Name of the SIF Zone in which the data is (or was) collected.
Request: Identifies the SIF object requested. The rest of the row shows you status information about the responses to this SIF request. Some SIF objects correspond closely to the flat files record types, others do not.

The subsequent columns in the SIF Zones section include:

Objects: Number of SIF objects collected in response to the SIF request.
Packets: Number of packets collected; SIF bundles objects into packets as they are sent across the network, to improve throughput.
Start: Timestamp of when the Data Collector submitted the SIF request in the SIF Zone.
Elapsed: Number of minutes/seconds that have passed since the SIF request was submitted.
Status: Disposition of the current collection,
For individual SIF requests:

In progress
Complete

For the entire SIF Zone:

x of y complete (e.g. 12 of 18 complete indicates that for 12 of the 18 SIF *requests the collection received all the SIF responses)*

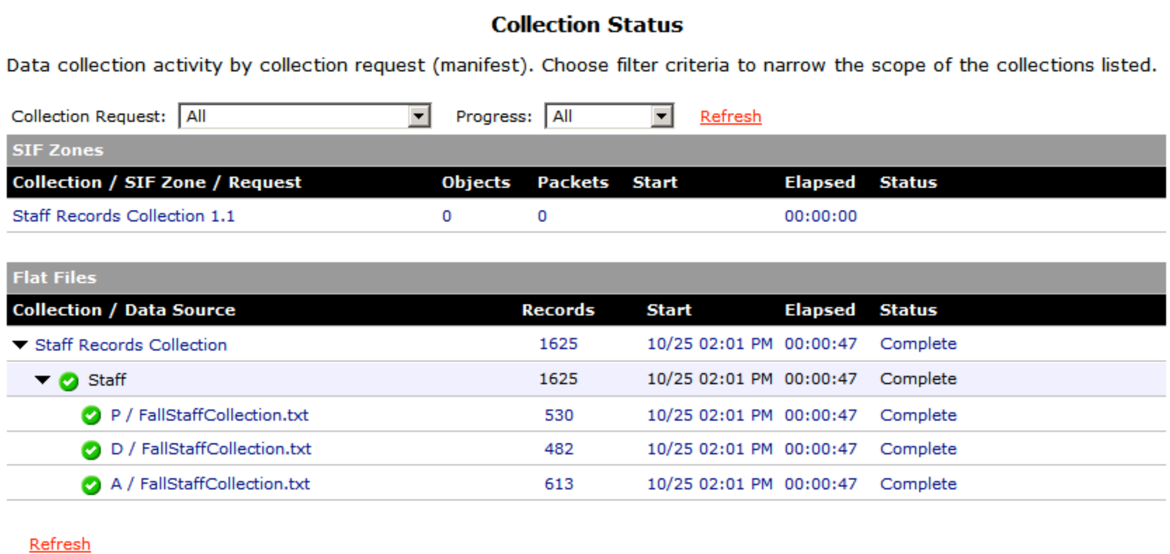
The first column in the Flat Files section of the Collection Status page includes:

Collection: Identifies the Collection Request.
Data Source: Name of the flat files data source(s). The detailed list under the data source shows the flat file record type, and the name of the file from which these records were collected. (In the screen shot below the record types come from a sample Staff collection; they are D; Demographic, A: Assignment, P: Program)

The subsequent columns in the Flat Files section include:

Records: Number of records collected– rows read from the file.
Start: Timestamp when the Data Collector started reading from the file.
Elapsed: Number of minutes / seconds that have passed since the Data Collector started reading from the file.
Status: Disposition of the current collection, including:

Not Started
In Progress
Complete



Collection Status

Data collection activity by collection request (manifest). Choose filter criteria to narrow the scope of the collections listed.

Collection Request: All Progress: All Refresh

SIF Zones

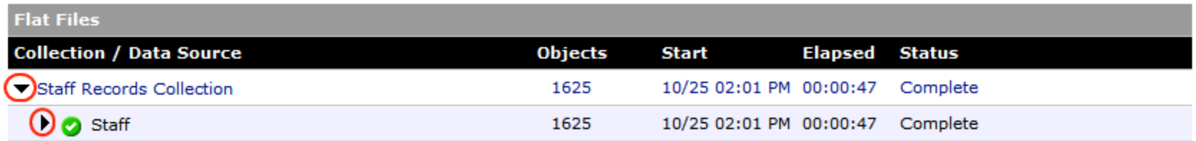
Collection / SIF Zone / Request	Objects	Packets	Start	Elapsed	Status
Staff Records Collection 1.1	0	0		00:00:00	

Flat Files

Collection / Data Source	Records	Start	Elapsed	Status
Staff Records Collection	1625	10/25 02:01 PM	00:00:47	Complete
Staff	1625	10/25 02:01 PM	00:00:47	Complete
P / FallStaffCollection.txt	530	10/25 02:01 PM	00:00:47	Complete
D / FallStaffCollection.txt	482	10/25 02:01 PM	00:00:47	Complete
A / FallStaffCollection.txt	613	10/25 02:01 PM	00:00:47	Complete

Refresh

You can click on the arrows to expand and collapse the detail in the display.



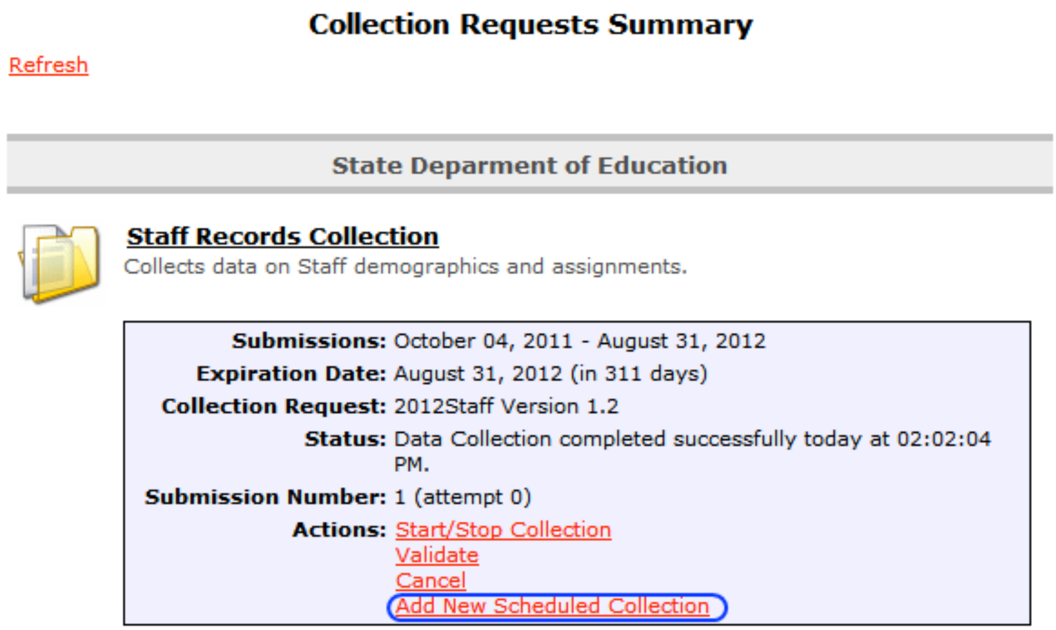
Flat Files				
Collection / Data Source	Objects	Start	Elapsed	Status
Staff Records Collection	1625	10/25 02:01 PM	00:00:47	Complete
Staff	1625	10/25 02:01 PM	00:00:47	Complete

When the data collection is complete, the progress animation disappears and the collection status changes to Complete.

Scheduled Collections

Collections can be scheduled to occur automatically at selected intervals, or just once – making it possible to collect data overnight, regularly on a weekday, or over a weekend. You can also set a scheduled collection to automatically validate as soon as the collecting the data completes. Scheduled collections save time because they can run unattended – you can schedule a collection, including the validations, for the night, as you leave the office, and examine the results in the morning, when you return.

Adding a New Scheduled Collection



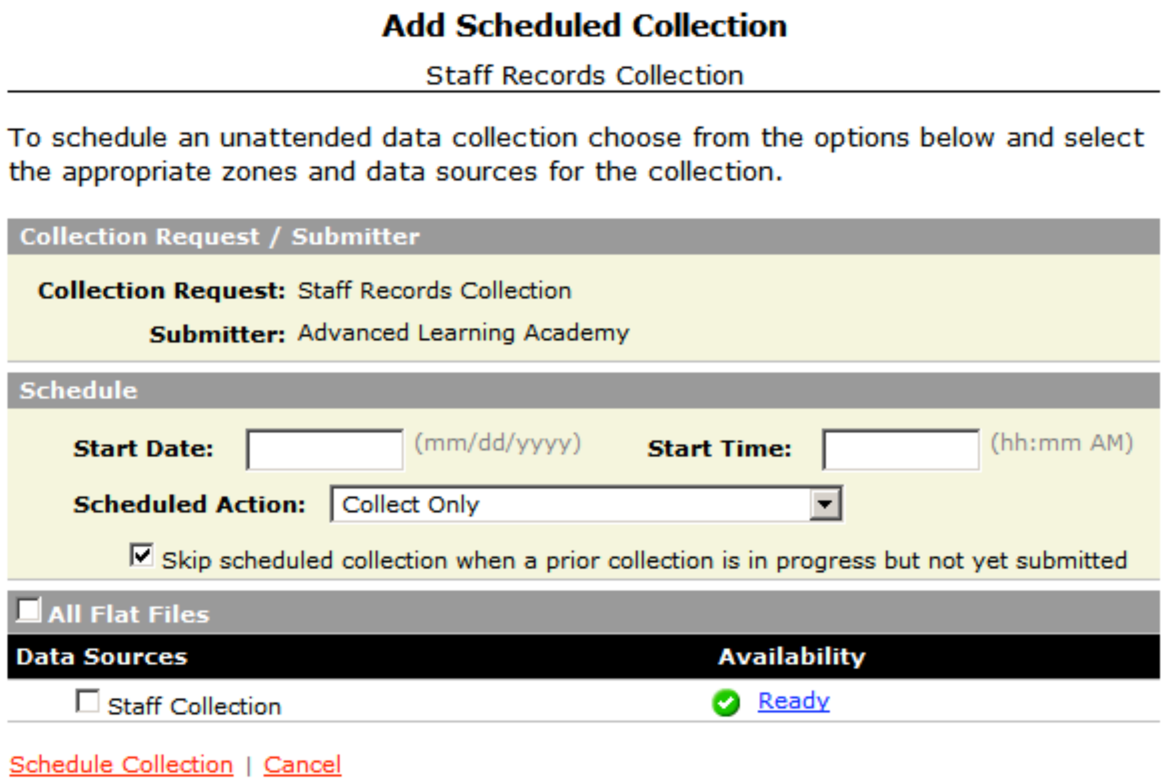
In the Actions section of the Collection Requests Summary page, there is the **Add New Scheduled Collection** link. This link opens the Add Scheduled Collection page, where you can choose the starting date for a scheduled collection, the intervals at which you want data collection to recur, and the data sources to include in the scheduled collection.

To add a new scheduled collection:

1. Click on the **Collection Requests** tab, and navigate to the collection request for which you would like to schedule a collection.

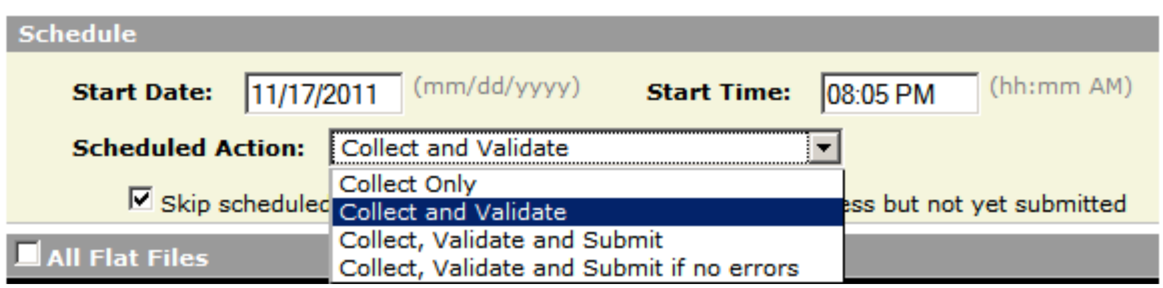
2. In the Actions section of the Collection Request, click on the **Add New Scheduled Collection** link.

3. The **Add Scheduled Collection** page is displayed.



4. In the **Schedule** section of the Add Scheduled Collection page, enter the **Start Date**, and **Start Time**. (Be sure to follow the "MM/DD/YYYY" and "HH:MM AM" formats; otherwise, you cannot proceed with scheduling the collection.)

5. From the drop-down list in the **Scheduled Action** drop-down, choose the action you want to schedule.



The actions you can schedule include:

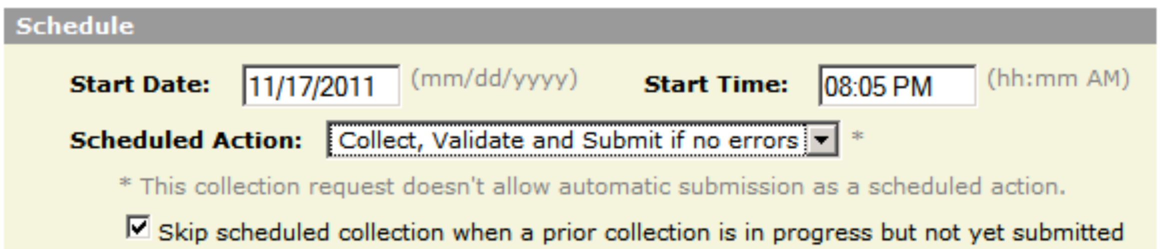
- **Collect Only**—The collection will occur at the selected time and interval, but subsequent processes (Validating, Submitting, etc.) will have to be manually initiated.

- **Collect and Validate—**The collection will occur at the selected time and interval, and the Validate process will start as soon as the collection completes; subsequent submission will have to be manually initiated.

- **Collect, Validate and Submit—**For collection requests that allow automatic submission, this action allows the scheduled collection to run from collection through submission; note that if this option is selected, the collection will be submitted regardless of whether any validation exceptions were found, or any system errors took place.

- **Collect, Validate and Submit if no errors—**This action applies only to collection requests that allow automatic submissions. Select this action if you want the collection to be submitted only if it is error-free.

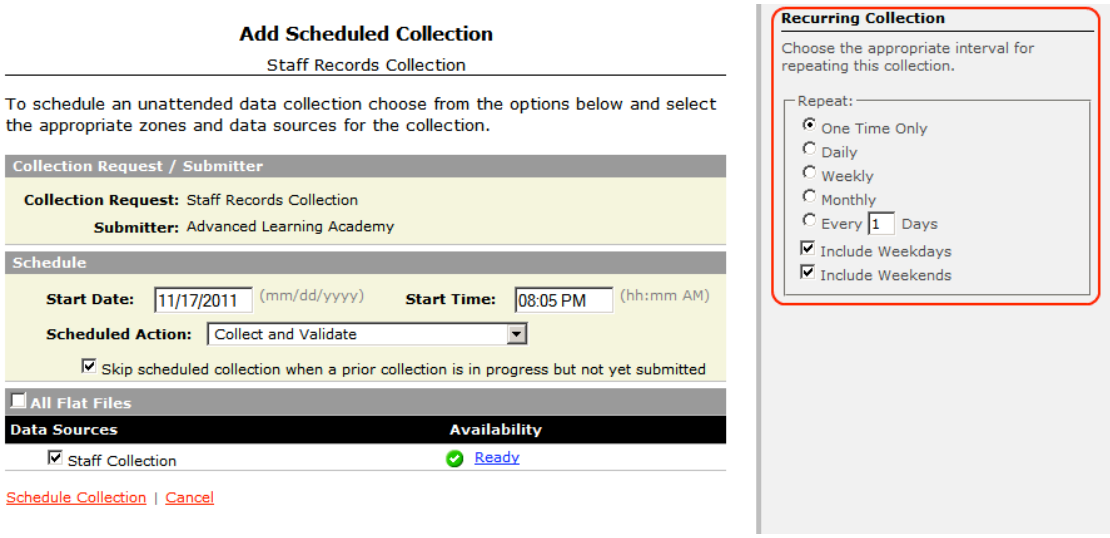
Note: Most collection requests do not allow automatic submissions; if you select “Collect, Validate, and Submit” or “Collect, Validate, and Submit if no errors” for a collection requests that does not allow automatic submissions, a reminder is displayed just below the Scheduled Action drop-down list, as shown in the following screen capture.



6. In most cases, you will check the box to “Skip scheduled collection when a prior collection is in progress but not yet submitted.” If this box is left blank, the scheduled collection will start, regardless of whether there is a prior collection which has not yet been submitted. You can have only one active collection at a time (for one submitter/collection request combination). Therefore, unless you check the “Skip scheduled collection” box, when the scheduled collection starts, it will cancel the prior collection. This check box allows you to schedule a collection, e.g., for off-shift hours, on the assumption that you will submit (or cancel) the current collection before you leave for the night. If you are not done at the end of the day, and the current collection has not been submitted, the scheduled collection will not start, as long as this box is checked.

7. Select the **Data Sources** from which to collect the data.

8. Go to the sidebar menu of the Add Scheduled Collection page, where you will find the **Recurring Collection** interval options. You need to set how often the collection recurs, if you want to schedule the collection to run more than once.



9. Choose the interval at which you would like the selected action to repeat.

- **One Time Only—**The collection will occur only once at the appointed time.
- **Daily—**The collection will occur every day (including weekdays and weekends, if that option is selected) at the appointed time.
- **Weekly—**The collection will occur once a week at the appointed time.
- **Monthly—**The collection will occur once a month at the appointed time.
- **Every X Days—**The collection will occur every X days, at the appointed time (fill in the number for the X, indicating how frequently you want to collect).

- **Include Weekdays—**The collection will occur on weekdays (this checkbox applies to the Daily options).

- **Include Weekends—**The collection will occur on weekends (this checkbox applies to the Daily options).

10. Click on the **Schedule Collection** link at the bottom of the **Add Scheduled** page.

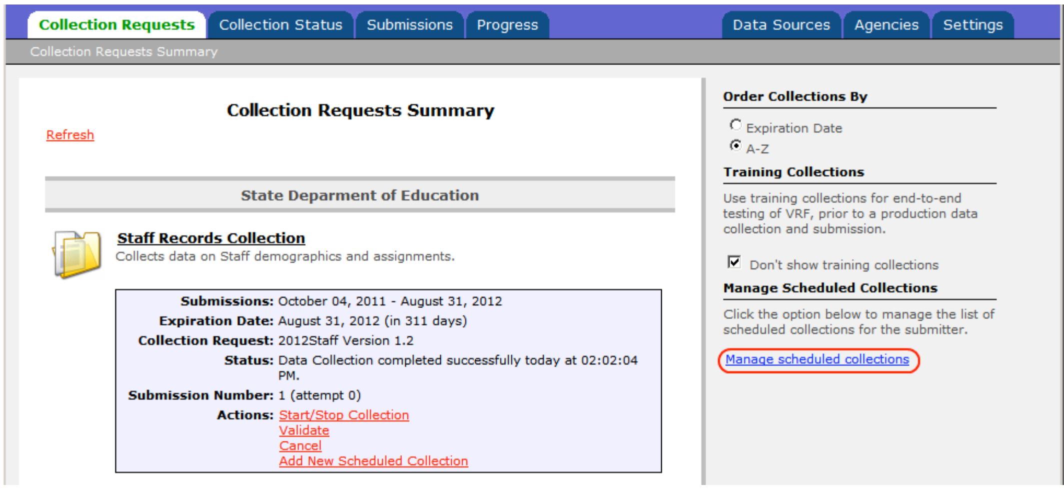
11. The Collection Request page returns.

12. Note that this icon,  (the folder with the alarm clock), is displayed beside the collection request for which you scheduled a collection. This icon indicates that you have a scheduled collection associated with this collection request, regardless of whether the scheduled collection was set up to run periodically or to run only once. When a collection was scheduled to run once the alarm icon continues to appear even after the collection had run – it serves as a reminder that you have a scheduled collection associated with this collection request. You can edit a scheduled collection (as described in the next section), instead of creating a new one. To eliminate the alarm clock from the folder icon you can delete the scheduled collection.

Unless you delete this scheduled collection, or change its start time, the collection will start as scheduled. Note that the scheduled collections monitor checks for scheduled collections about every 15 minutes, so the collection start time is approximate (even though you may attempt to schedule it down to the minute).

Viewing Scheduled Collections

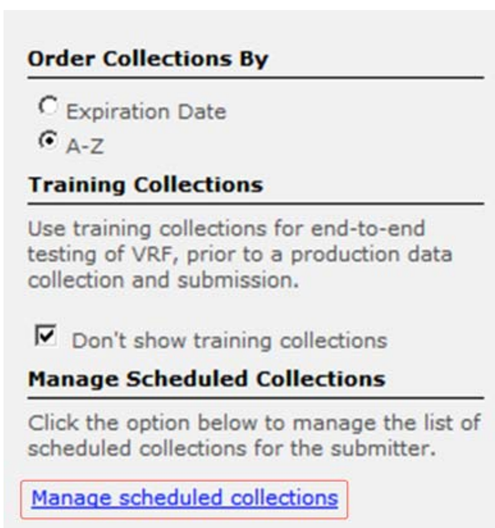
View and manage scheduled collections through the **Manage scheduled collections** link in the sidebar menu on the Collection Requests tab.



Note that an account with the User role can only view the scheduled collections – it cannot manage them.

To view the list of collections scheduled for the current submitter:

1. Open the Collection Requests tab; navigate to the sidebar menu.



2. Click on the **Manage scheduled collections** link. (This link displays as **View scheduled collections** for User roles.)

3. The **Manage Scheduled Collections** page is displayed. (**View Scheduled Collections** for User roles.)

Manage Scheduled Collections

The following is a list of all scheduled collections for the current submitter organized by collection request. Use the delete link to remove a selected item, or click on an item to edit the scheduled collection.

Select All | Select None

Start Date & Time	Recurrence	Scheduled Action	If in Progress	Last Started
▼ **Staff Records Collection**				
☐ 11/17/2011 08:05 PM	One Time w/Weekdays|ends	Collect and Validate	Skip Scheduled	N/A
Student Records Collection				

Delete Selected

4. The Manage Scheduled Collections page provides information about the scheduled collections for the current submitter:

   - Links to each scheduled collection are found in the **Start Date & Time** column of the table.

   - The frequency or intervals at which scheduled collections will occur is found in the **Recurrence** column.

   - The **Scheduled Action** column displays the selected collection action(s): Collect Only; Collect and Validate; Collect, Validate and Submit; Collect, Validate and Submit if no errors. The Collect, Validate and Submit action indicates that the collection will be submitted, even if there were collect or prepare errors. Note that the collection request has to authorize the ability to submit a scheduled collection automatically after the validate step, without a manual certification or examination of the validation results. Most collection requests require someone to examine and certify the results of the validation, so automatic submission does not apply to these collection requests.

   - Information in the **If in Progress** column is drawn from the “Skip scheduled…” box when a collection is scheduled. If the “Skip a scheduled collection…” box is selected, the scheduled collection will be skipped in deference to a prior not yet submitted collection. If the “Skip a scheduled collection…” box was *not* selected, then the scheduled collection will cancel any not yet submitted collection – even if this prior collection had been examined and was ready for submission to the State agency (Report Collector).

   - The date in the **Last Started** column shows the date that the scheduled collection was last launched. (“N/A” in this column means that the scheduled collection has never launched.)

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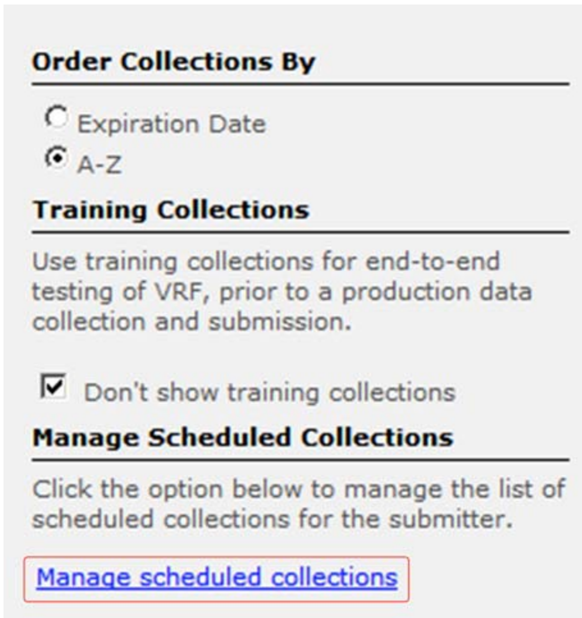
Editing or Updating a Scheduled Collection

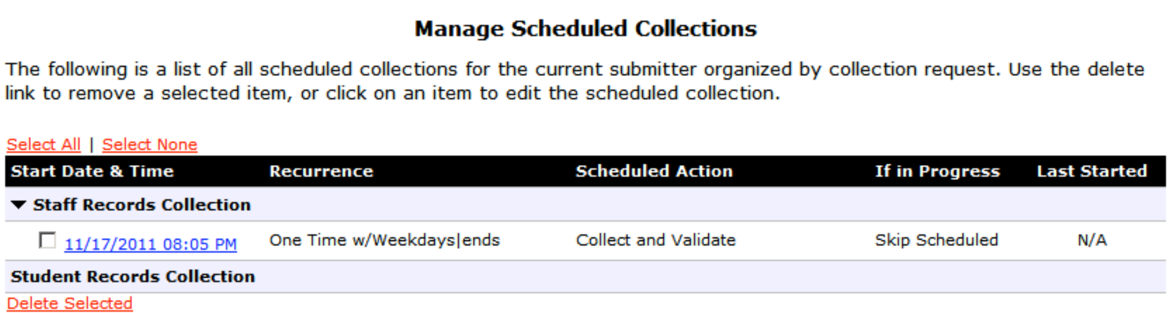
You can modify a scheduled collection by selecting it from the **Manage Scheduled Collections** page. You need the Submitter or Administrator role to have the permission to do this.

To edit a scheduled collection:

1. Open the Collection Requests tab; navigate to the sidebar menu.
2. Click on the **Manage scheduled collections** link

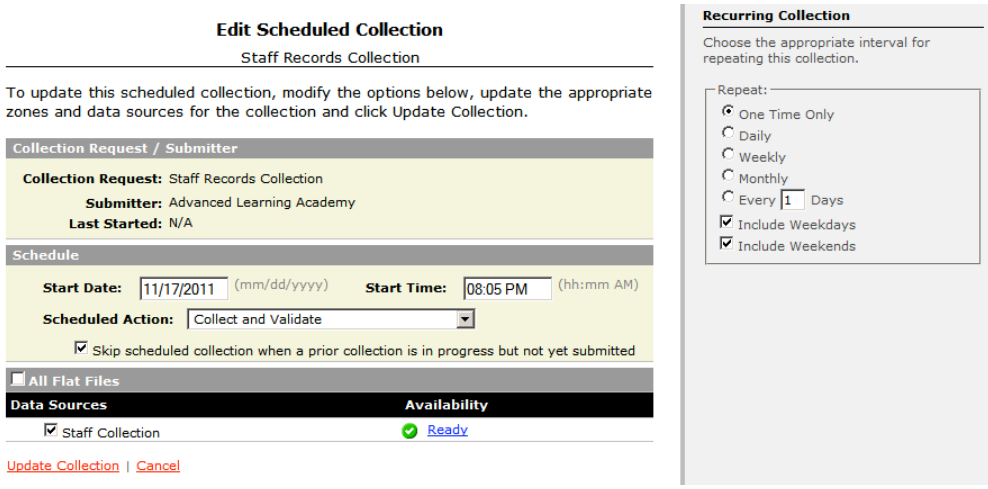


The **Manage Scheduled Collections** page is displayed.



3. Click on the link for the scheduled collection you want to edit.

4. The **Edit Scheduled Collection** page displays details for the selected scheduled collection. From this page, you can change the schedule details, interval, and the data sources to include in the scheduled collection.



5. Make any necessary changes to the scheduled collection.

6. Click the **Update Collection** link.

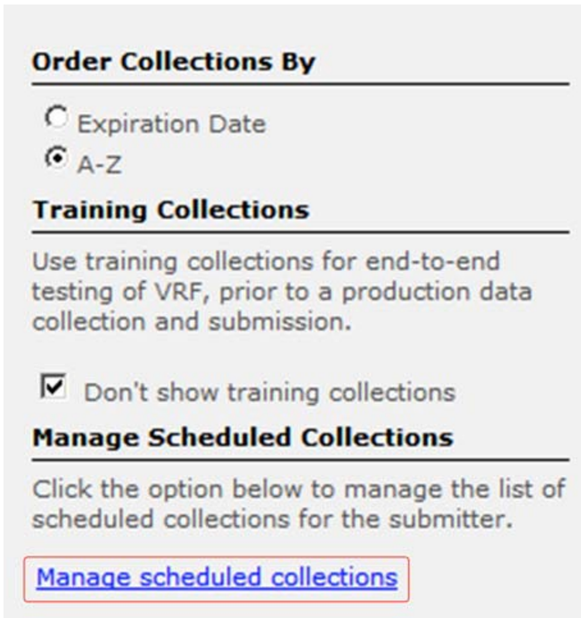
7. The **Manage Scheduled Collections** page is returned, showing the updated information for the selected scheduled collection.

Deleting a Scheduled Collection

You can delete any scheduled collection by accessing the same **Edit Scheduled Collection** page you use for editing or updating a scheduled collection. You need the Submitter or Administrator role to have the permission to do this.

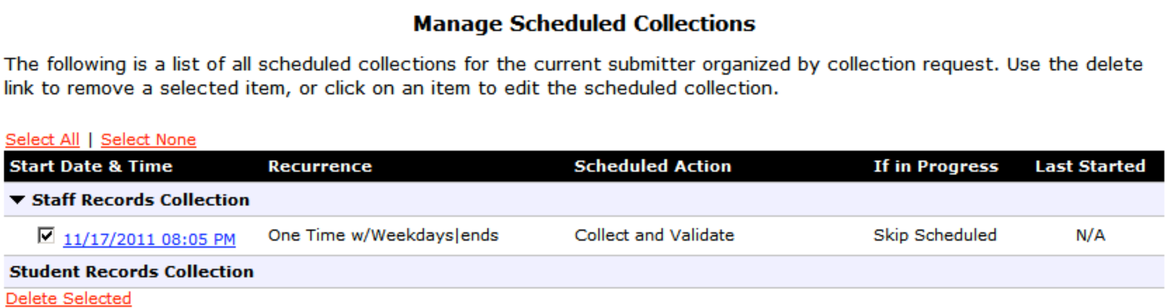
To delete a scheduled collection:

1. Open the Collection Requests tab; navigate to the sidebar menu.



2. Click on the **Manage scheduled collections** link.

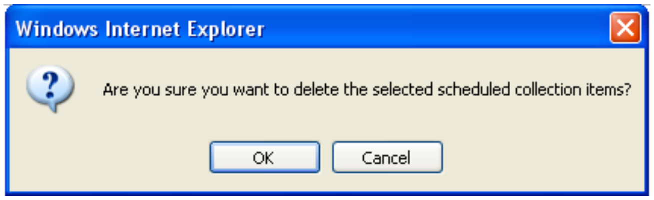
3. The Manage Scheduled Collections page opens.



4. Select the scheduled collection(s) you want to delete.

5. Click on the **Delete Selected** link.

6. A confirmation dialog is displayed.



7. Click **OK** to confirm the deletion.

8. The **Manage Scheduled Collections** page is refreshed, and the list is updated.

9. After you delete all scheduled collections for a collection request, the “alarm clock” icon will disappear (from its place beside the folder icon) on the collection request.

Managing Collection Files in Other Data Sources

Uploading Files

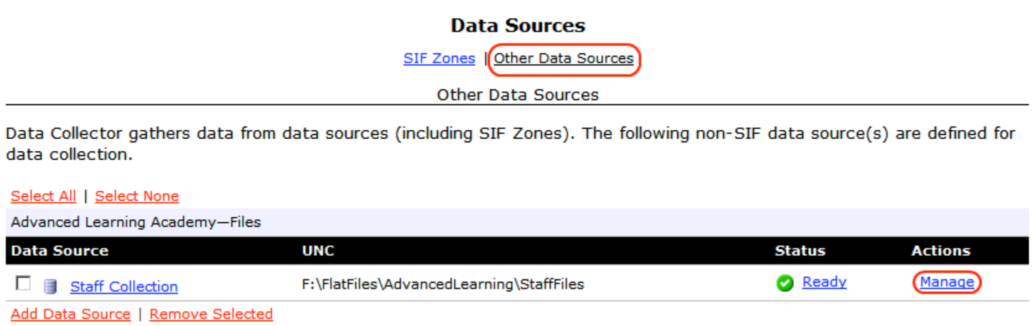
For collections from a SIF Zone, the SIF-enabled application provides the data for the collections as part of the SIF infrastructure. For collections from the Flat Files data source, you need to supply the file for the data collection. You can upload the file to the Files data source if you have the Submitter role (if you have the Administrator role you can also define the Files data source).

One or more Files data source(s) must be predefined for your submitter, before you can upload a file to the data source. Whether you use one Files data source for all collection requests, or a separate data source for each collection request depends on the conventions used in your deployment. Also, some collection requests specify to collect data from all the files in a data source, while others select the most recently uploaded file from the data source. The best practice is to ensure you only have at the data source the file(s) which pertain to the collection request, at the time you start the data collection

The following instructions include steps for simultaneously uploading *multiple* flat files—which requires the use of Google Gears™. Your local system or network may require permissions for downloading or updating software. Verify with your system administrator that you have the necessary administrative permissions for downloading and installing Google Gears on your computer.

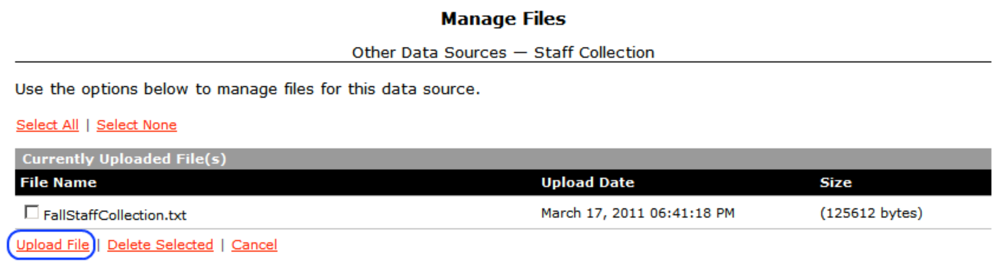
To upload flat files (non-SIF data sources):

1. Click on the **Other Data Sources** link.



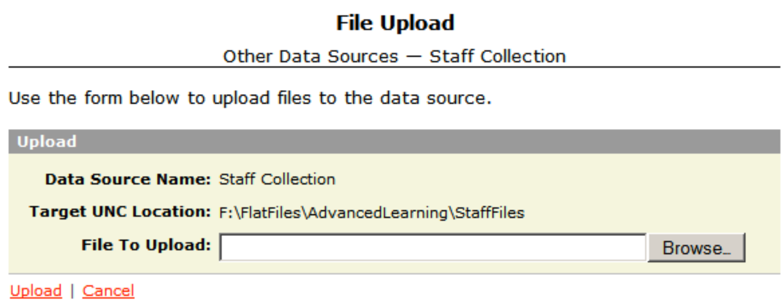
2. Click on the **Manage** link (in the Actions column) to select and manage a non-SIF data source.

3. The **Manage Files** page is displayed. On this page, the following columns are displayed: File Name, Upload Date, and Size. The File Name column lists the names of the files. The Upload Date column lists the timestamp when the file was uploaded. The Size column shows the size of each file in bytes. If you see in this list a file or files that you no longer need, click on the checkbox(es) next to the file name(s), then click the **Delete Selected** link to remove the unneeded file or files.



4. To upload a file, click on **Upload File**.

5. The **File Upload** page is displayed.



6. Choose a file to upload. Enter a file path, or click on Browse to locate a file. (The appearance of this page may vary, depending on the browser you are using.)

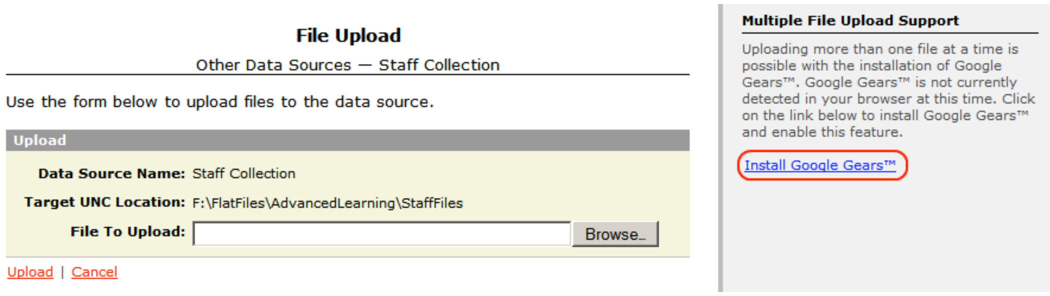
7. Click the **Upload** link.

8. The **Manage Files** page is returned, showing the file you just uploaded in the list of files at this data source.

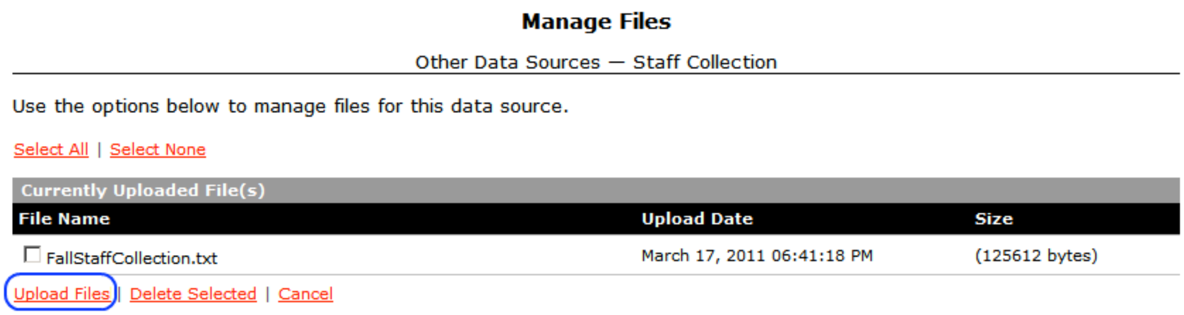
The default setting allows you to upload one file at a time. This is in keeping with most browsers' security protocols. In many cases, you have all the data you need to collect in a single file. For circumstances in which multiple files must be uploaded, there is an option for uploading multiple files at a time. Those who wish to upload more than one file at a time may do so through the use of Google Gears.

Note: Simultaneously uploading *multiple* flat files requires the use of Google Gears. Your local system or network may require permissions for downloading or updating software. Verify with your system administrator that you have the necessary administrative permissions for downloading and installing Google Gears on your computer.

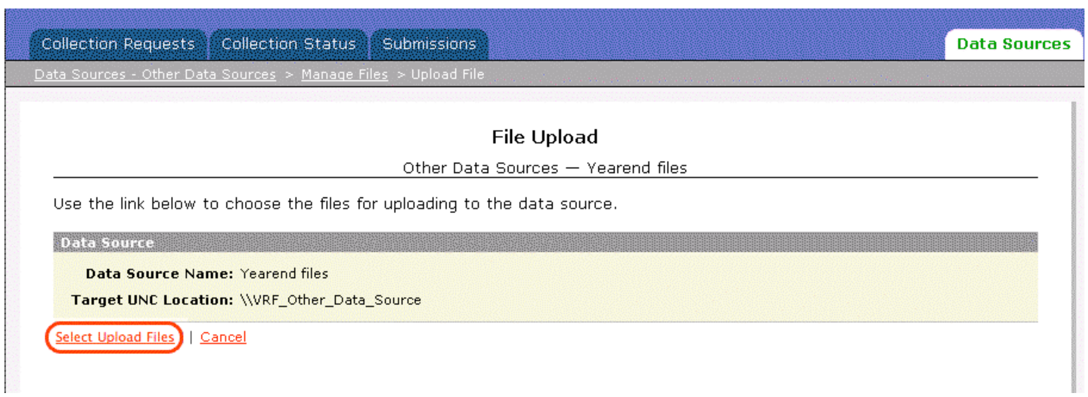
Installing Google Gears is *not* required. Google Gears is a freeware beta product. Network policies that do not allow freeware or beta software cannot use Google Gears. Those who are able to use Google Gears and wish to do so can download and install that software as per its instructions. If Google Gears is not installed on your system, a prompt with a link to download it will be visible from the file upload page.



When Google Gears is installed, the Manage Files page displays the **Upload Files** link, instead of **Upload Files**, since you will be able to upload multiple files at once.



When you click on the **Upload Files** link in the **Manage Files** page, and you have Google Gears installed, the File Upload page will look like this:



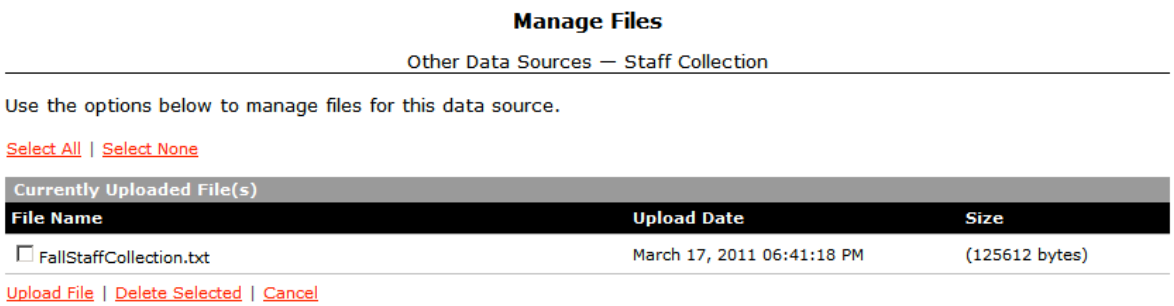
Click on the **Select Upload Files** link (circled in the screenshot above) to bring up a browse window. Select the files you wish to upload, then click **Open**.

When you have finished uploading files, click on the **Done** link to finish and return to the Manage Files page.

Deleting Files

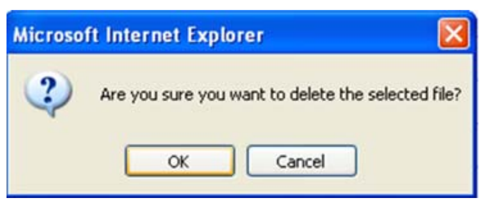
1. Click on the **Data Sources** tab; then select **Other Data Sources** > **Manage Files**.

2. The **Manage Files** page is displayed.



3. Select the file(s) from the list (by checking the box next to the file name).

4. Click the **Delete Selected** link. A confirmation page is displayed.



5. Click **OK** to continue the deletion of selected file(s), or **Cancel** to stop the operation.

Clicking Cancel (at the bottom of the page) **before** either the upload or delete link has been selected will cancel the operation and return to the previous page. The option to cancel is also provided in confirmation pages displayed **after** the selection of either the file upload or delete link; clicking Cancel here will terminate the operation and restore the current page.

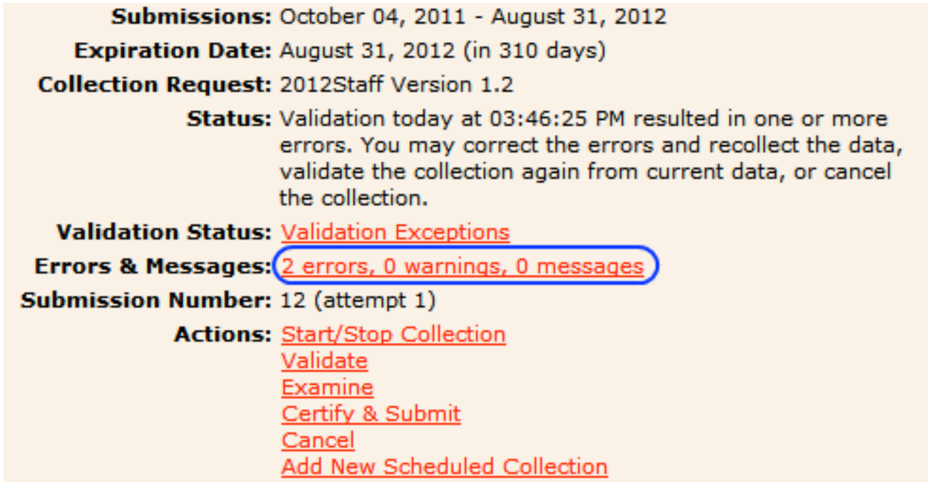
When a Collection Completes

You can tell that the data collection has completed because the Actions offer a Validate link, and the Status informs you when the data collection has completed. If your VRF administrator has signed you up for email notification, you may also receive an email from the Data Collector informing you that the data collection has completed.

The Status section also indicates whether there were any errors or warnings during the data collection. Note that errors or warnings differ from validation exceptions (sometimes also called validation errors). Validation exceptions indicate data issues and require you to correct the data. The link next to the **Errors & Messages** indicates a processing problem, such as a configuration error.

The background color of the collection request section turns orange if you have either errors or warnings, or validation exceptions. The orange color serves as a visual cue that there is something to check, and possibly correct, before moving to the next step of collection processing.

When there are any errors or warnings, in addition to the background of the collection request turning orange there is a link next to the **Errors & Messages**:



Clicking on the link next to the **Errors & Messages** redirects you to the Errors & Warnings page (see the "Errors and Warnings" chapter).

The Data Collector displays the count of errors, warnings and informational messages (or simply "messages") relevant to the phase of collection processing just completed. That is, after the collection completes the Errors & Messages section displays the number of errors, warnings, and messages the Data Collector encountered during the data collection. After a Validate the Errors & Messages section displays the number of errors, warnings, and messages the Data Collector encountered during the validation of the collected data.

Important: Always check whether you have received any errors or warnings at the end of a processing step before you move on to the next step. For example, when you see the Errors & Warnings link after the collection completes check the errors and warnings you received, before moving on to the Validate step – some collection errors can result with no data to examine after the validate step completes.

If you ignore the above recommendation, and move to the next step of collection's processing, despite having received errors or warnings in the previous step, you will still have a chance to view the errors or warnings from the previous step. The Errors & Warnings section will display the **Other Errors** link – this means that there were no errors or warnings in this phase of the collection's processing, but there are some errors or warnings in the prior phase(s).

Validating Collections

Once the data collection completes you can validate the collected data.

To validate:

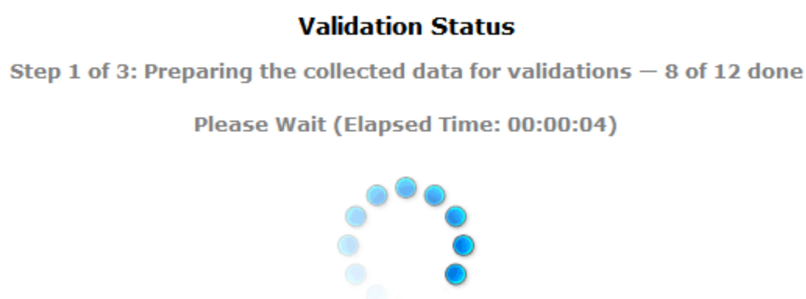
1. Click on the **Collection Requests** tab.

2. On the Collection Requests Summary page, scroll to the Collection Request you wish to validate.

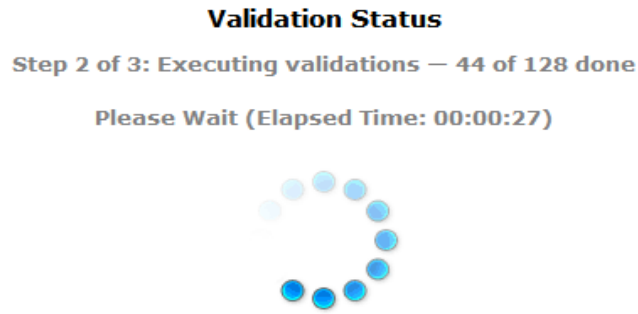
3. Click on the **Validate** link in the Status field.

4. The page that appears will show a series of messages that show you the validation's progress.

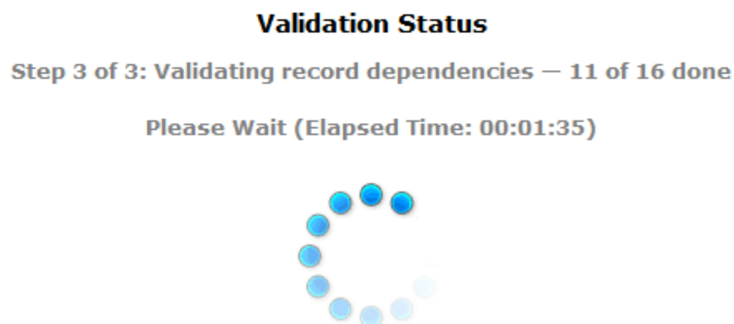
   - The first step prepares the collected data for validation.



- The second step runs the validation checks



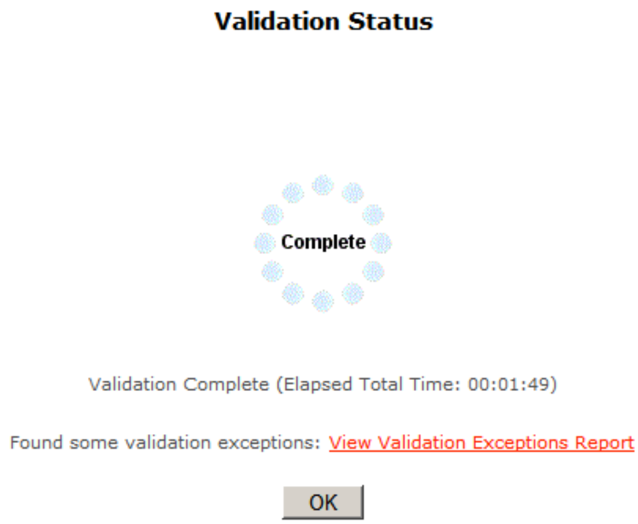
- The third step runs record dependency checks



- Depending on the collection request, there may be a fourth step. When the fourth step appears, it states: “Step 4 of 4: Creating post validation reports/summaries – x of y done”. The collection request controls whether or not this fourth step is present. If you are validating a collection that allows four steps, this will be reflected in the other three steps also; they will say Step 1 of 4, Step 2 of 4, and so on.

5. When validation is complete, and **no** validation exceptions (data errors) are found, click **OK** and return to the Collection Requests Summary page; proceed with the Examine step. Otherwise, continue to the next step.

6. When validation is complete, and validation exceptions are found a **View Validation Exceptions Report** link displays next to the message **Found Some validation exceptions:**



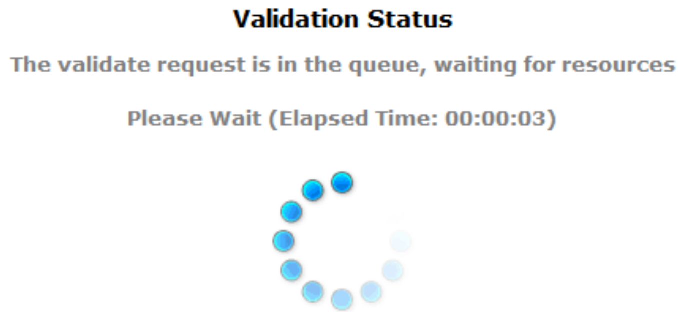
7. Click on the **View Validation Exceptions Report** link to view the Validation Exceptions now, or click on the OK button to return to the Collection Requests page – you will still be able to view the Validation Exceptions from the Collection Requests page.

8. Whether you viewed the **v**alidation exceptions first, or went directly to the Collection Requests page, make sure you check whether or not the Validate processing created any errors or warning. If you do see a link next to the Errors & Warnings, check what errors or warnings you have from the Validate processing. These may indicate errors in the Collection Request, which the Requesting Agency needs to fix and publish an updated collection request.

Special Cases

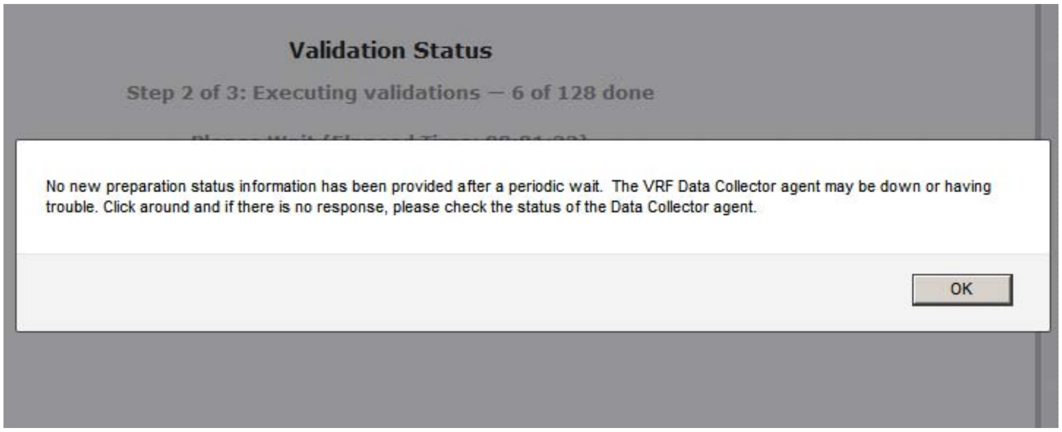
There are two special cases that you might see in the course of validating.

1. If the Data Collector is busy and cannot start validating right away, you will see the message shown below.



This message can also appear if you click on the Validate link ***the very instant it becomes available*** on the Collection Requests Summary page. If you think this may have happened, click on the **Collection Requests** tab, then on the **Validate (in progress)** link – you may find that the validate processing has started after all.

2. If the Data Collector service is terminated while the Validate processing is running, a popup appears.



If this popup appears, click OK, then click on the **Collection Requests** tab. If your browser can no longer connect to the Data Collector, the Data Collector service is no longer running.

Validation Exceptions

When validation finds some validation exception(s) the Collection Requests Summary includes a **Validation Status** field, providing a link to the Validation Exceptions report. Validation exceptions are part of normal Data Collection operation – they indicate errors in the collected data. Even though they are a normal part of collection processing (and are not errors) they do merit a look – the background color turns orange to remind you that there is something to check before certifying and submitting the collection.

Click on the **Validation Exceptions** link to view the Validation Exceptions report.

Validation Exceptions Report

Validations find data errors before the collection is submitted. Validations prevent submitting invalid records in the collection to the State agency (Report Collector). Each collection request includes a set of validations, defined according to the data validation rules at the State department of education.

A sample validation exceptions screenshot, with an explanation of each column:

Collection Request: ***Staff Records Collection*** Submission Num: ***1*** Attempt: ***6*** Export to file

LEA Name: ***Westlake School District*** LEA State Id: ***H3*** Validation Type: ***this collection***

Error Number	Error Level	Message	Description	Record Identifying Fields
D.008	Fatal	Must be in value list - Gender Code on Demographic Record	The value 'G' for Gender Code is invalid because it is not one of: 'M', 'F'.	'Carelman' = Last Name, 'Victoria' = First Name
D.008	Fatal	Must be in value list - Gender Code on Demographic Record	The value 'X' for Gender Code is invalid because it is not one of: 'M', 'F'.	'Fairchild' = Last Name, 'Raynold' = First Name
D.008	Fatal	Must be in value list - Gender Code on Demographic Record	The value 'Z' for Gender Code is invalid because it is not one of: 'M', 'F'.	'Hallman' = Last Name, 'Cyndi' = First Name
P.012	Fatal	Must be less than or equal to'1' - FTE on Program Record	The value '1.333' for FTE is invalid because it is greater than '1' or is not numeric.	'Ackerberg' = Last Name, 'Jeremy w.' = First Name, '07' = Program
A.253w	Warning	At-Risk assignment missing assurance	At-Risk teachers must have assurance='1'.	'Petrichenko' = Last Name, 'Andrey' = First Name, '30001' = Assignment
D.103w	Warning	District experience exceeds years of experience for licensed staff.	District experience value '7' exceeds years of experience value '6' for licensed staff.	'Abrahms' = Last Name, 'Christina' = First Name
D.103w	Warning	District experience exceeds years of experience for licensed staff.	District experience value '24' exceeds years of experience value '23' for licensed staff.	'Carelman' = Last Name, 'Victoria' = First Name
D.103w	Warning	District experience exceeds years of experience for licensed staff.	District experience value '18' exceeds years of experience value '16' for licensed staff.	'Danielport' = Last Name, 'Georgiana' = First Name

Error Number: The unique identifier of the validation check which found the validation exception

Error Level: Severity of the validation exception:

- **Fatal**: This is the only error level highlighted in red when it appears in the Validation report. The red color indicates that the record will not be submitted if you submit the collection as it is right now. You need to fix all the data errors which cause the fatal validation errors, before all the collected records will be submitted. The other error levels (see below) do not prevent the record with the error from being sent when you submit the collection.
- **Warning**: An error probably occurred, and should be investigated.
- **Informational**: The least significant of all the severities; may or may not be an error (but was worth mentioning).

Message: A short summary of the error.

Description: Details about the cause of the error

Record Identifying Fields: This shows the actual data in the record which contains the error. Use the values in these fields to identify which records were flagged by the validations as incorrect. At this point, you need to determine whether to submit the data (excluding records which have been identified with fatal errors) or to correct the data at the source and restart the data collection process.

Note that a fatal validation error may knock out multiple records from the submission, not just the records with error. This is because of record dependencies, also defined in the collection request. For example, a student collection request may specify that student test score records and student course records both depend on the student record. When a student record is invalid the test score and course records are also excluded from the submission.

For this reason, it pays to examine the collected data before you submitted: the Examine page will show you the counts of how many records per record type will be excluded from the submission. While examining the validation results for each record type, each record has an indication whether or not it will be included in the submission, and if it is excluded whether it is excluded because of a record dependency or because it failed some validation check.

Examining the Data Collection

After the data is validated, and *before* it is certified and submitted to the State agency, it is strongly recommended that you examine the data before you submit it.

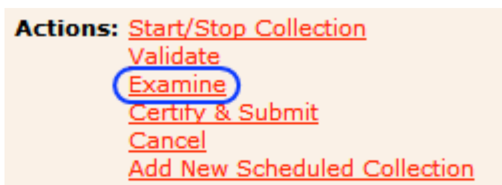
Important: After the validate step also check whether you received any validation processing errors or warnings – these may indicate error(s) in the collection request, rather than errors in your data. See the "Errors and Warnings" section.

Validate processing errors can have severe repercussions, such as excluding all the data for some record type .

Note: Whenever you take a screenshot of the Errors & Warnings page always show the Extended Description (by clicking on the clipboard icon on the right, or selecting the "Extended description for all" checkbox. The extended description may look like gobbledygook, but it contains valuable information to the person trouble-shooting the errors.

To examine the validation results:

1. Open the Collection Requests Tab, and scroll to the Collection Request you want to preview. In the selected Collection Request, the **Actions** section displays the following links:



2. Click on the **Examine** link.

3. The displayed page shows information about the validated collection and has a **Generate Files** link at the bottom.

4. Select the options for generating the preview.

   File Types

   Often you will only see a Details checkbox, which will be pre-selected. More sophisticated collection requests (like the one in the screenshot above) can organize the files you can examine into separate file types. When there are multiple file types listed you can select the ones you want to examine.

   Output Options

   Zip File: Selecting the **Download file as a compressed .zip** option saves multiple files into one compressed file for faster downloading.

   > **Note:** The Windows Extraction Wizard (for compressed or "zipped" files) cannot open the .zip file generated by the VRF. A third-party utility, such as WinZip or 7-Zip, is required for extracting compressed files. Verify that such a utility has been installed on the computer or server where the zip file will be downloaded and extracted.

   File Format: select to examine in CSV or HTML format:
   - **CSV:** (recommended for analysis purposes) Comma Separated Values format; this type of file can be sorted or manipulated in an external spreadsheet program, such as EXCEL.
   - **HTML:** (recommended for viewing purposes only) Hypertext Markup Language format; recommended for viewing in a web browser.

5. Click on the **Generate Files** link at the bottom of the page.

6. The page now displays a list of the files, one per record type, in the file format selected.

For each record type you can see how many records are valid, and will be included in a submission, and how many will be excluded from the submission.

7. Click on the file you wish to view or save.

8. Examine the records in the files to determine which records have errors, and whether all records were collected. Keep in mind that fatal validation exceptions will cause records to be suppressed from the submission. You will need to correct the errors in the source – the application which produced the flat file or supplied the data to the SIF collection, and go through another iteration of collect/validate/examine.

Invalid Records

When you generate the files to examine, the page which lists the record type files also shows you the number of valid and invalid records (the last line shows the totals for all selected file types):

File	Valid	Invalid	Total
Assignment_Record.html	132	5	137
Demographic_Record.html	98	3	101
Licensed_Staff_Demographic_Summary.html			9
Licensed_Staff_Position_Summary.html			8
Non-Licensed_Demographic_Summary.html			9
Non-Licensed_Staff_Position_Summary.html			10
Program_Record.html	113	6	119
Program_Summary.html			4
Total counts:	343	14	397

Every invalid record, accounted for in the Invalid column in the screenshot above, is invalid because validations found a fatal error in the record (i.e., the record is directly invalid), or because the record has a dependency on an invalid record. The Invalid column shows the count of all the records considered invalid. Invalid records are excluded from the submission.

Some records may be considered invalid, not because the validations found a fatal in them, but because they depend upon an invalid record. For example, a student test score record may depend on the student record. All directly invalid records have a fatal error (at least one) in the validation exception report.

The "examine" files distinguish between these two types of invalid records – directly invalid records and records invalid because of a dependency. This is crucial because when you correct the data, turning a (directly) invalid record into a valid record, you also make valid the records which were invalid because of the dependency on this invalid record. By correcting all the data errors which caused the fatal errors in the validation exception report you make all the records in the collection valid. A record which is simultaneously directly invalid, and invalid because of a dependency, displays as a directly invalid record.

In HTML files, the directly invalid records are shaded watermelon color (the same color as in the fatal errors in the validation exception report). Records that are invalid because of a dependency are shaded in peach color. (Personal data has been removed from this screenshot for security purposes.)

Last Name	First Name	Program	Position	FTE
Abrahms	Christina	00	107	1.000
Ackerberg	Jeremy w.	00	141	1.000
Ackerberg	Jeremy w.	07	141	1.333
Auerbach	Ivegina	00	181	1.000
Ballerath	David	00	181	1.000
Berg	Sharon	00	728	1.000
Carelman	Victoria	00	728	1.000
Carpather	Sandra	00	728	1.000
Carrovan	Cassandra	00	728	1.000
Danielport	Georgiana	00	699	0.000
Danielport	Georgiana	00	728	1.000
Davison	Patricia	08	728	0.500
Deckerman	Janelle	00	728	1.000
Easton	Felicity	07	101	0.813
Egbert	Jane	00	699	0.000
Fairchild	Raynold	07	736	0.500
Fairchild	Raynold	08	728	0.500
Fellerath	Ronnie W	00	699	0.000
Findsley	Lorrie	00	699	0.000
Gallerith	Sidney L	08	101	1.000
Gardiner	Yvonne	00	107	1.000
Gillrath	Jackie Ann	00	107	1.000
Goldhagen	Harry Joe	00	142	0.400
Hallman	Cyndi	00	728	1.000
Hallman	Cyndi	00	699	0.000
Hartman	Carol	00	699	0.000
Hartman	Carol	00	728	1.000

watermelon

peach

In CSV files, the directly invalid records have "No" as the value in the **Record Is Valid** column. Records that are invalid because of a dependency have "Dep" in this same column. (Personal data has been removed from this screenshot for security purposes.)

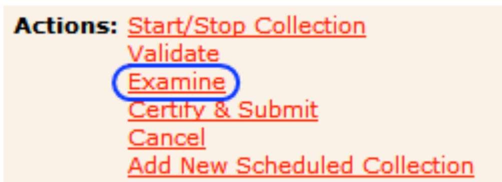
	1	2	3	4	5	6
1	Last Name	First Name	Program	Position	FTE	Record Is Valid
2	Abrahms	Christina	00	107	1.000	Yes
3	Ackerberg	Jeremy w.	00	141	1.000	Yes
4	Ackerberg	Jeremy w.	07	141	1.333	No
5	Auerbach	Ivegina	00	181	1.000	Yes
6	Ballerath	David	00	181	1.000	Yes
7	Berg	Sharon	00	728	1.000	Yes
8	Carelman	Victoria	00	728	1.000	Dep
9	Carpather	Sandra	00	728	1.000	Yes
10	Carrovan	Cassandra	00	728	1.000	Yes
11	Danielport	Georgiana	00	699	0.000	Yes
12	Danielport	Georgiana	00	728	1.000	Yes
13	Davison	Patricia	08	728	0.500	Yes
14	Deckerman	Janelle	00	728	1.000	Yes
15	Easton	Felicity	07	101	0.813	Yes
16	Egbert	Jane	00	699	0.000	Yes
17	Fairchild	Raynold	07	736	0.500	Dep
18	Fairchild	Raynold	08	728	0.500	Dep
19	Fellerath	Ronnie W	00	699	0.000	Yes
20	Findsley	Lorrie	00	699	0.000	Yes
21	Gallerith	Sidney L	08	101	1.000	Yes
22	Gardiner	Yvonne	00	107	1.000	Yes
23	Gillrath	Jackie Ann	00	107	1.000	Yes
24	Goldhagen	Harry Joe	00	142	0.400	Yes
25	Hallman	Cyndi	00	728	1.000	Dep
26	Hallman	Cyndi	00	699	0.000	Dep
27	Hartman	Carol	00	699	0.000	Yes
28	Hartman	Carol	00	728	1.000	Yes

Downloading a Single .ZIP File Containing Multiple Files to Examine

Note: The Windows Extraction Wizard (for compressed or “zipped” files) cannot open the .zip file generated by the VRF. A third-party utility, such as WinZip or 7-Zip, is required for extracting compressed reports. Verify that such a utility has been installed on the machine or server where the file will be downloaded and extracted.

In addition to examining records in HTML format in a web browser, or individual CSV files, you can create a single .zip file (containing multiple compressed files) and download the .zip file to your computer.

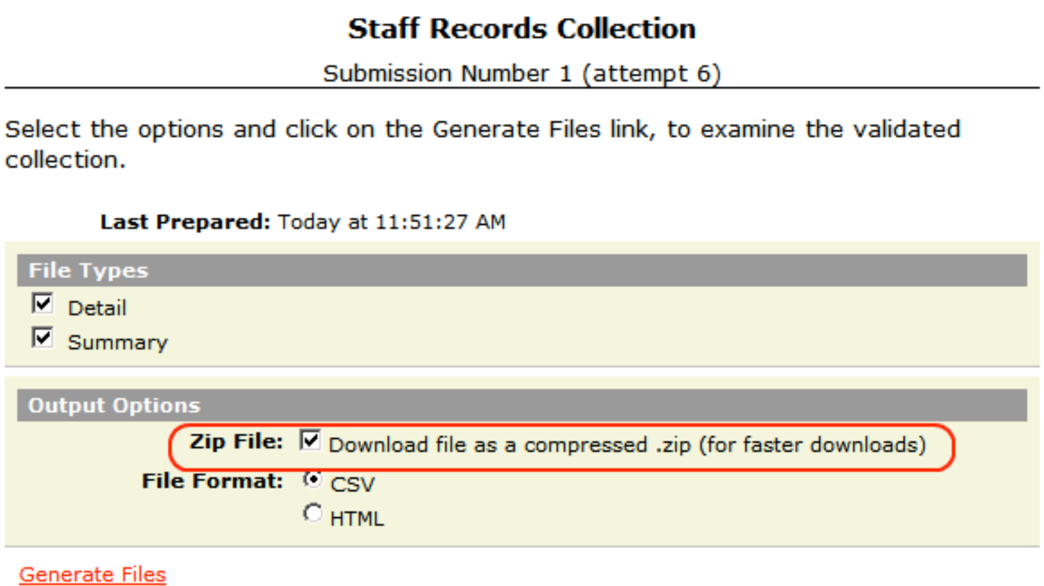
1. Click on the **Collection Requests** tab. The **Collection Request Summary** page is displayed.



2. Click on the **Examine** link.

3. The **Examine** page is displayed.

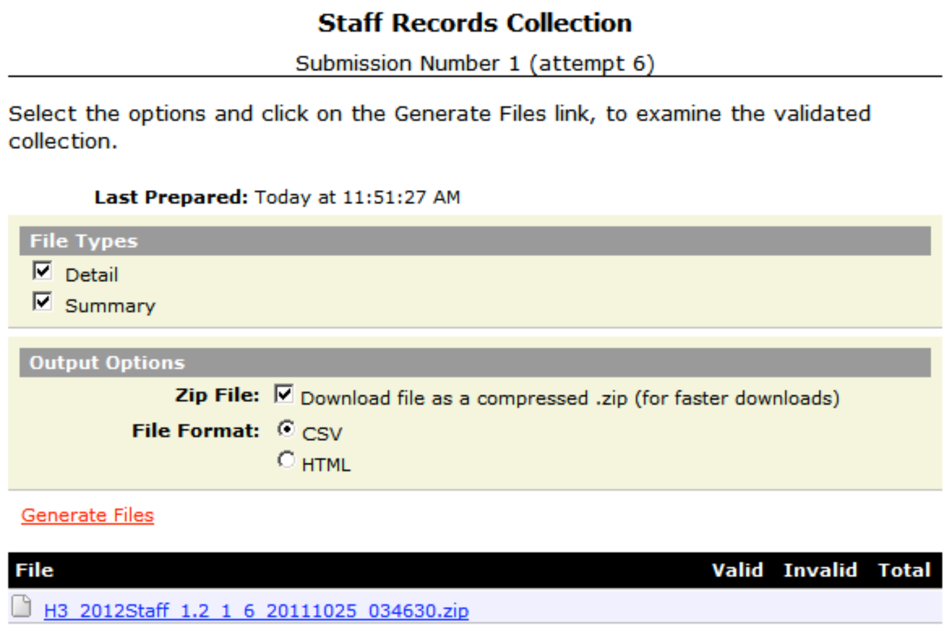
4. Select the options for generating the preview. For more information on these options, please refer to the previous section. Make sure to select the checkbox **Download file as a compressed .zip**, as shown below.



5. Click on the **Generate Files** link at the bottom of the page.

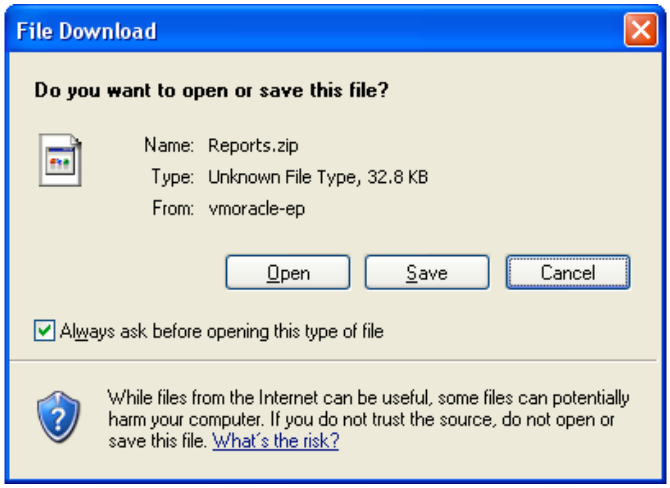
6. The **File** section of the page displays a single link to the compressed file. The name of this file will be unique each time you generate the .zip file, so you do not need to rename it after downloading, The name consists of, separated with

underscores: submitter State ID, collection request code, collection request version, submission number, attempt number, day of year (CCYYMMDD), time of day (HHMMSS).zip



7. Click on this link to start the download.

8. A File Download dialog is displayed.



The details of the above dialog may differ depending on the operating system on your computer, or the web browser you use.

9. Click **Save (**or **Save File**).

10. Follow the operating system (or web browser) instructions …

11. Navigate to the .zip file location for extracting files from the .zip file and examining the individual files.

Certifying and Submitting a Collection

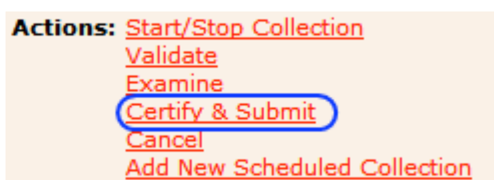
Once you are satisfied with the examined data, take the following steps to certify and submit the collection to the State agency.

1. Click on the **Certify & Submit** link, available in either of the following locations:

   - In the sidebar, to the right of the **Examine** page.

-or-

   - In the **Collection Requests Summary** of the selected Collection Request (the Collection Requests tab).



2. The **Certify and Submit** page is displayed.

Staff Records Collection

Submission Number 1 (attempt 6) - Certification

Select the check box and click the link, to submit.

Submission Details

Collection Requests: Staff Records Collection

Date & Time: October 25, 2011 03:49:17 PM

Statement of Certification

By certifying this collection, you are stating that you have examined the data and approve its contents. The collection will be submitted to the requesting agency and will include your name and contact information.

☐ I certify this collection

Certified By: VRF Administrator

Comments (FOR YOUR USE ONLY)

Certify & Submit | Cancel

3. The **Submission Details** section displays the Collection name, date and time of submission, and submission number.

   The **Statement of Certification** section is where you confirm that you have examined the data and approve its contents. Check the **I certify this collection** box.

   The **Comments** section will accommodate notes you may want to keep about the submission. The notes are for your use only and will not be included in the submission to the State agency.

4. Click on the **Certify & Submit** link at the bottom of the page. The Data Collector redirect to the Submissions page (in the Submissions tab) where you can track the progress of the submission. You can click on the **Refresh** link to update the status displayed on the page, as the page will not automatically refresh itself. You can also track the progress of the submission from the Collection Requests tab, in the **Submission Status** field. In either case, the submission will proceed on its own, using the SIF connection between the Data Collector and the Report Collector, and there is nothing more you need to do with this submission.

Viewing Submission Status in the Collection Requests Tab

When the State agency receives your submission, and the Report Collector starts processing the submission, the Report Collector sends status messages to keep the Data Collector informed of this processing progress. Once the Data Collector starts receiving these submission processing progress messages the **Submission Status** field displays above the **Submission Number**, on the Collection Requests Summary page..

The submission status field shows the processing progress, at the Report Collector, of the submission received by the State agency. The statuses include the following:

Not Started—the State agency received the submission and the Report Collector has not yet started processing the submission.

Pending Processing—the Report Collector successfully completed the first step, of preparing the submission for processing.

Processing Completed—the submission has been processed successfully at the State agency.

Processing Completed. There were 0 records in the submission—while received and processed, the submission was empty. This can happen when all collected records fail validation, and no one examines the results of the validation before certifying and submitting.

Pending Processing (with errors) — the Report Collector encountered some problems, while preparing the submission for processing. The errors are at the Report Collector, not in the submitted data.

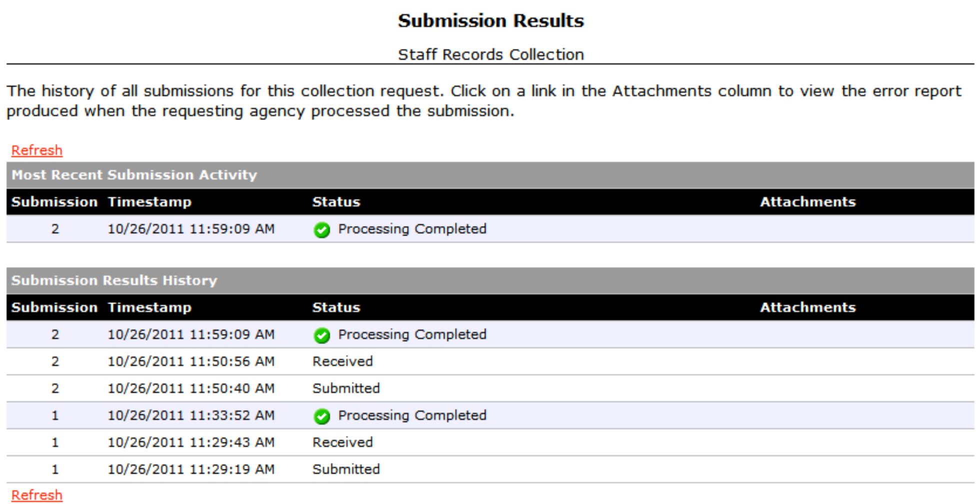
Accepted—this status only applies to submissions for the Training collection requests. Submissions for a Training collection request are not processed by the State agency.

You can have your VRF Administrator set up email notification for you so the Data Collector will send you an email when it receives the notification that the Report Collector finished processing the submission.

In addition to the statuses listed above, you may very rarely see a status called **Internal Error**. This indicates that your submission was not processed because of a configuration or software error at the State agency. The State agency needs to address this problem before your submission can be processed. You will need to recollect and resubmit after the problem has been corrected.

View Submission Results

When the **Submission Status** field appears in the Collection Requests Summary, the **Actions** links include a **View Submission Results** link. Click on the **View Submission Results** link to see the timestamps for each step of the submission's processing at the State agency (and the history of the previously processed submissions).



Submission Results

Staff Records Collection

The history of all submissions for this collection request. Click on a link in the Attachments column to view the error report produced when the requesting agency processed the submission.

Refresh

Most Recent Submission Activity

Submission	Timestamp	Status	Attachments
2	10/26/2011 11:59:09 AM	Processing Completed	

Submission Results History

Submission	Timestamp	Status	Attachments
2	10/26/2011 11:59:09 AM	Processing Completed	
2	10/26/2011 11:50:56 AM	Received	
2	10/26/2011 11:50:40 AM	Submitted	
1	10/26/2011 11:33:52 AM	Processing Completed	
1	10/26/2011 11:29:43 AM	Received	
1	10/26/2011 11:29:19 AM	Submitted	

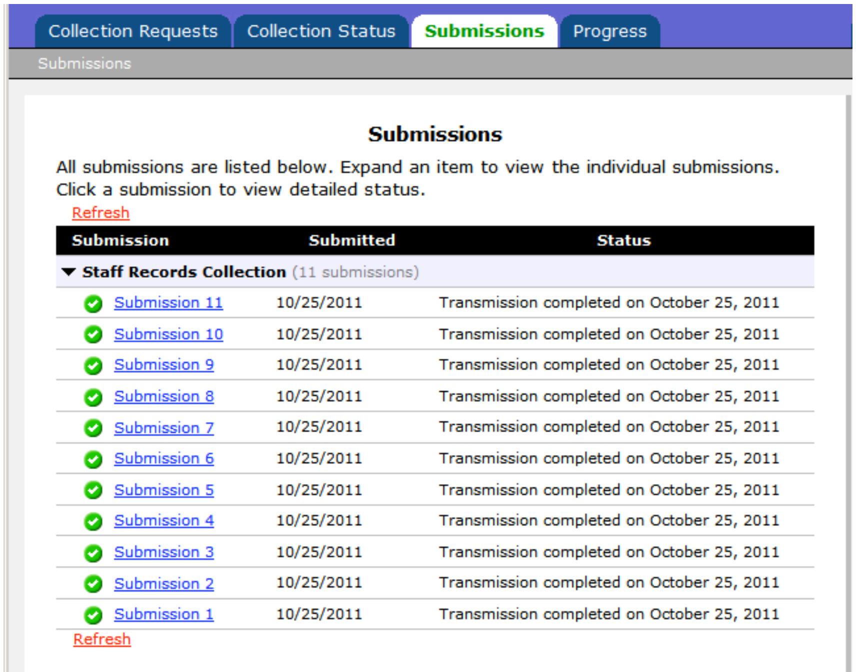
Refresh

The **Most Recent Submission Activity** shows the timestamp for the **Submission Status** displayed on the Collection Requests Summary page. This status and timestamp appear at the top of the **Submission Results History** list.

In your deployment, if the State agency performs validation on the received submissions, and sends the validation exceptions report to the Data Collector, you will see a link in the **Attachments** column. Click on this link to view the validation exceptions report. The link to this exceptions report is also available from the Collection Requests Summary page, in the Validation Status field, as **Validation Exceptions (Statewide)** – to distinguish it from the **Validation Exceptions** (produced by validating the collection before the submission). When the submission has both exceptions reports – the one from the Data Collector's validations and the one from the State agency, you will see both links in the **Validation Status** field.

Submissions Tab

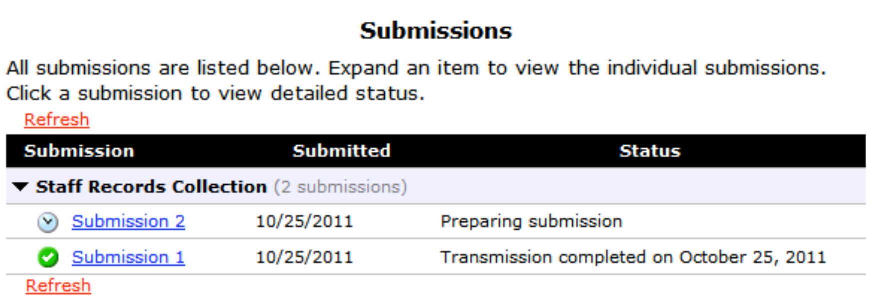
The Submissions Tab contains the **Submissions** page and a link to **Manage Archives** (or **View Archives** if your account has a User role).



As you submit the collection to the State agency the Data Collector archives the contents of the submission, and the examined files, in comma separated values (CSV) file format. Newer archives replace the older archives, as new submissions are made. Your VRF administrator can configure how many archives the Data Collector keeps for each collection request – by default the Data Collector keeps two archives for each collection request. You can access and manage these archives from the sidebar of the Submissions tab.

The submissions tab also shows you the history of all the submissions for all the collection requests (for the current submitter).

Submissions Page



The Submissions page is divided into three columns: Submission, Submitted, and Status:

- **Submission**: lists the collection requests, with collapse/expand arrows, allowing you to see the history of submissions for each collection request,
- **Submitted**: the date of the submission.
- **Status**: the status of the submission

Once the Data Collector finishes sending the submission, the status shows **Transmission completed on <date>**. During the process of transmission and submission preparation you may see the following statuses:

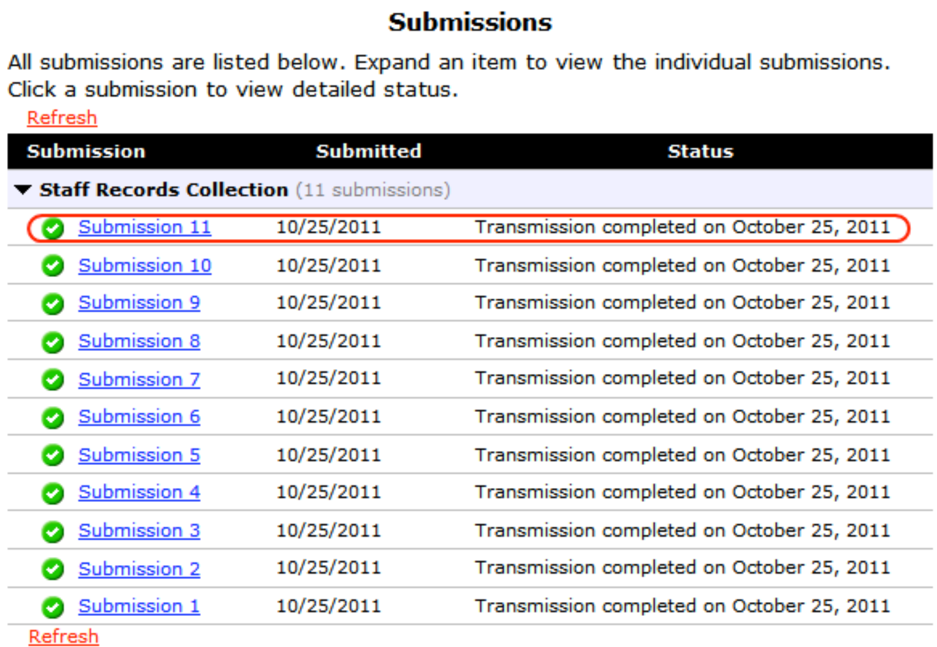
- **Preparing submission**: the Data Collector is preparing the validated data for submission, and has not yet notified the State agency that the submission is available.
- **Waiting for requesting agency to issue request**: the Data Collector not yet notified the State agency that the submission is available.
- **Transmitting**: the Data Collector is currently sending the submission to the State agency.

The health icon, to the left of the submission number shows, the clock (action in progress) while the submission is preparing and transmitting, and the green checkmark after the transmission completes.

If the SIF Zone to the State agency is not connected the Data Collector will not be able to notify the State agency that the submission is available. In this case, the health icon shows a warning (the yellow exclamation mark), and the status states: **The connection to requesting agency is down**. Despite the down connection you did submit – the Data Collector will send the submission as soon as it can reestablish the connection to the Requesting Agency SIF Zone. You do not need to take further action with this submission (other than to try to connect the disconnected SIF Zone if your account has the Administrator role).

Submission Info Page

As you make repeated submissions to the State agency, all submissions will appear on the Submissions page. To view details of a specific submission, click on the submission link.



Clicking on a submission link brings up the **Submission Info** page.

On this page, you can view details regarding the submission. You can also click on the **Download Record Count File** link, in the sidebar, to download a document showing the count of records submitted, by record type. This count should match exactly the number of valid records you saw on the **Examine** page, when you examined this collection prior to submission.

Record Count

Click on the link below to download a file of record counts for this submission.

Download Record Count File

The document, when opened, will show each record type and the number of records included in the submission, as shown below. Note that the record types in this submitted record count file show the "internal" record type names from the collection request, not the display names you see when you examine the validated collection.

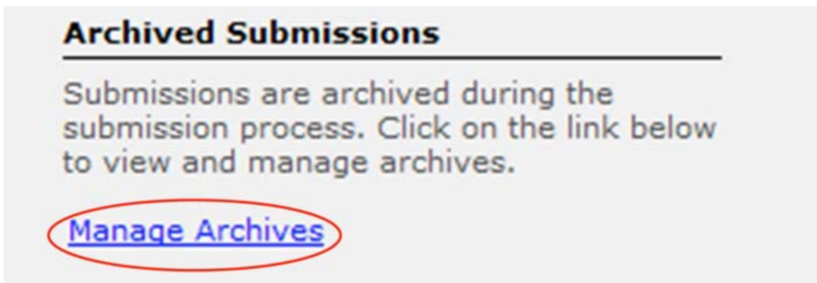
1	Assignment	132		
2	Demographic	98		
3	Program	113		
4				
5				

You do not need to look at the submitted record counts. You would only look at these when there is a disagreement between the LEA and the State agency about the number of records submitted. In such a case, you can compare the examined record counts and the submitted record counts. You can also retrieve the submitted and examined files from archives to check if there are any differences between what the Data Collector showed in the **Examine** step, and what it submitted – this would be a highly unusual situation,

Submission Archives

Users can view or manage archive files by clicking on the **Manage Archives** link, found in the **Archived Submissions** section of the Submissions tab sidebar (accounts with the User role can only view the archives, and the link displays as **View Archives**). While you view the archived submissions you can download the archived files to your computer, because the Data Collector keeps a limited number of archived submissions.

By default the Data Collector keeps two archived submissions for each submitter/collection request combination. Older archived submissions are deleted at night, not when the archive limit is reached. So no matter how many times you submit today you can still download up to two submissions made yesterday or before, as long as you download these before you leave for the night.



Viewing and Managing Archived Submissions

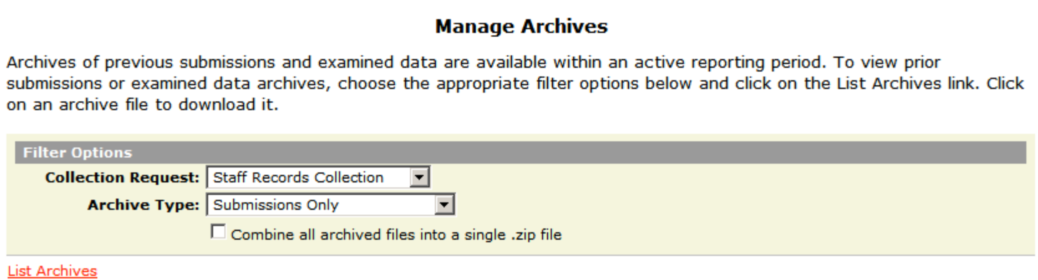
To view and download archived submissions:

1. Log into the Data Collector.

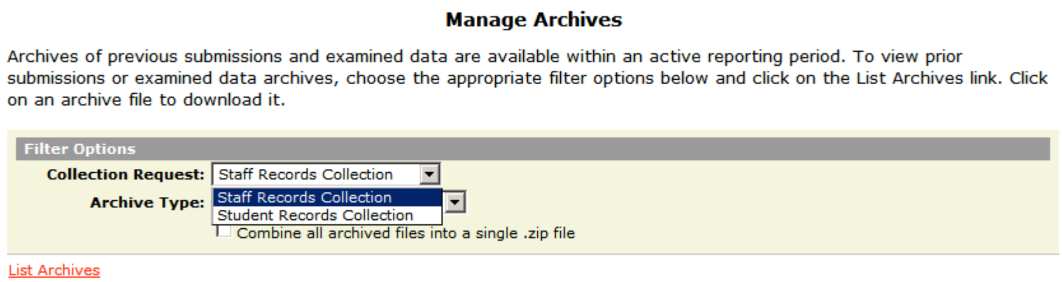
2. Click on **Submissions** tab.

3. In the sidebar menu, click on the **Manage Archives** link.

4. The **Manage Archives** page is displayed.



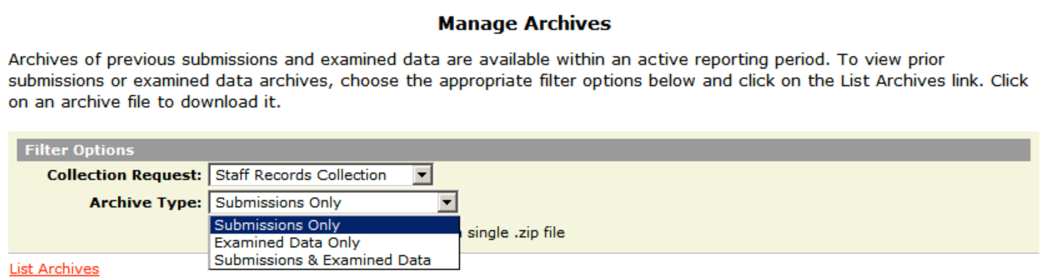
5. In the **Filter Options** section of the page, select a collection request from the Collection Request drop-down list.



6. In the **Filter Options** section of the page, select an Archive Type from the drop-down list. Options include Submissions Only, Examined Data Only, or Submissions & Examined Data.

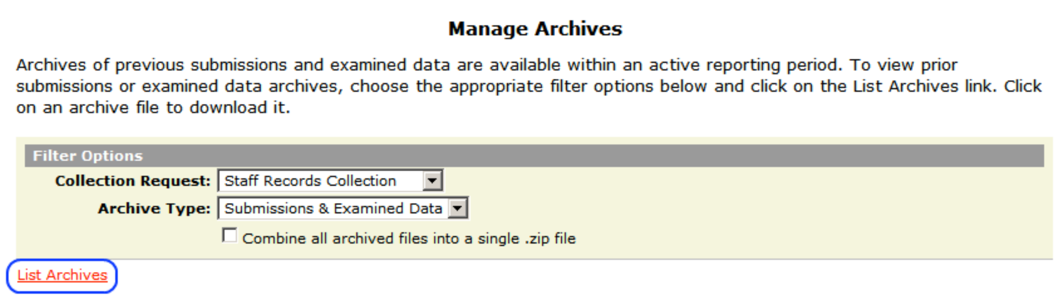
Archive Types

- **Submissions—**Contain **exactly** what the Data Collector sent to the State agency
- **Examined Data**—Contain what the user saw during the Examine step of submission preparation. Examined data files may have additional columns to aid readability, and contain records that failed validation and were therefore not submitted.

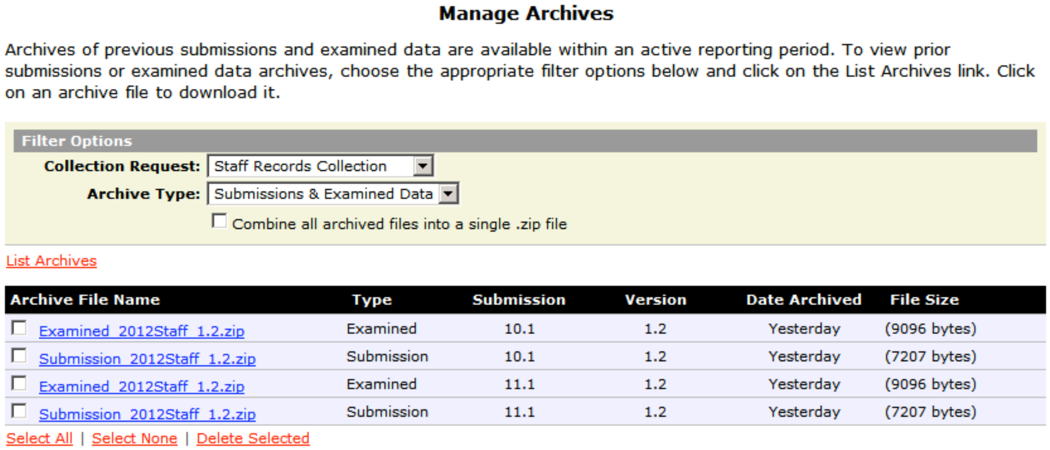


7. After Collection Request and Archive Type filters have been selected, note the checkbox, **Combine all archived files into a single .zip file.** If you wish to combine all files into a single zip file, check this box; otherwise, leave it unchecked so that archived .zip files are listed individually.

8. Click on the **List Archives** link.



9. The **Manage Archives** page displays the list of archive files.



Manage Archives

Archives of previous submissions and examined data are available within an active reporting period. To view prior submissions or examined data archives, choose the appropriate filter options below and click on the List Archives link. Click on an archive file to download it.

Filter Options

Collection Request: Staff Records Collection

Archive Type: Submissions & Examined Data

Combine all archived files into a single .zip file

List Archives

Archive File Name	Type	Submission	Version	Date Archived	File Size
Examined_2012Staff_1.2.zip	Examined	10.1	1.2	Yesterday	(9096 bytes)
Submission_2012Staff_1.2.zip	Submission	10.1	1.2	Yesterday	(7207 bytes)
Examined_2012Staff_1.2.zip	Examined	11.1	1.2	Yesterday	(9096 bytes)
Submission_2012Staff_1.2.zip	Submission	11.1	1.2	Yesterday	(7207 bytes)

Select All | Select None | Delete Selected

10. Each archive file listed is itself a .zip file, containing the submission or examined data files. The .zip file contains a .csv file for each record type in the collection request. The columns in the archive file list include:

    - **Archive File Name—**the archived file name.
    - **Type—**whether the archive file contains submission files or examined files.
    - **Submission—**the submission number and attempt number.
    - **Version—**the collection request version with which this submission was validated.
    - **Date Archived—**the date that the Data Collector stored this archive file.
    - **File Size**—the size of the file (in bytes)

11. To download a single file, click on the file link, and follow the prompts from your web browser.

If you checked the **Combine all archived files into a single .zip file** checkbox then the Data Collector combines all the archive .zip files (for the **Archive Type** selected) into a single .zip file.

You can delete individual archive files by selecting the checkbox(es) next to the file link and clicking the **Delete Selected** link. Clicking the **Delete Selected** link brings up a confirmation dialog.

5. Monitoring Collections and Submissions

In addition to monitoring the collection progress from the **Collection Status** tab, and the submission progress from the **Submissions** tab, you can monitor it all, from the **Progress** tab. The Progress tab will not give you the degree of detail you can get from the other tabs (down to the count of records collected for each record type), but from this one tab you can monitor the progress of the latest collection for all collection requests, and for all the submitters which you are authorized to view. This makes the Progress tab especially useful to Server and Regional users, who wish to see the current status of collection request fulfillment for multiple LEAs simultaneously.

Using the Progress you can also see the history of submissions for a particular collection request, and drill down to the details about a single submission.

Progress Page

The **Progress** page is the only page in the Data Collector that allows you to view the activity for all the submitters which you are authorized to view. The Progress page displays information for the all your authorized submitters, not just for the currently selected submitter. (The currently selected submitter can be viewed in the upper right corner of the page.)

The Progress page has several uses, including:

To see all activity (collections, prepares, or submissions) currently in progress at the Data Collector. This is useful to the server administrator, if you need to bring down the Data Collector service, and want to check first whether any submitter is currently collecting or validating.

To see which LEAs have not yet started the process of preparing a submission – have never started a collection for a collection request. This is useful to Regional users, checking on the progress of LEAs in their region.

To see the latest submission, and its state of preparedness, for each LEA and collection request.

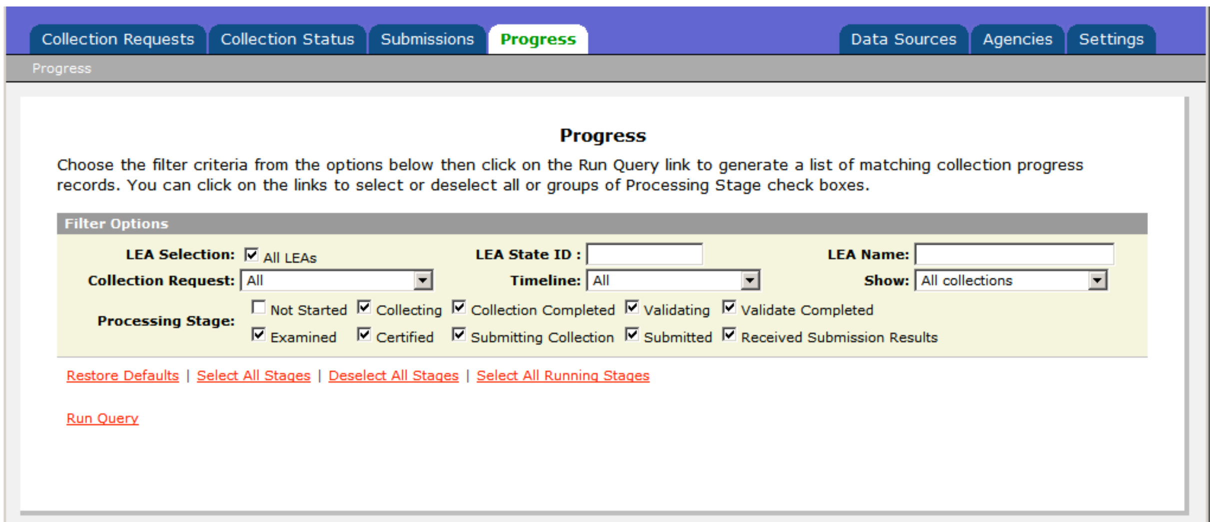
You can also use the Progress page for some diagnostics:

You can see if any of the collections are running into system errors that are caused by database server problems or by an incompatibility between the collection request received from the State agency and the data supplied by a SIF Agent.

You can see whether or not submission processing at the Report Collector encountered any system errors when the Report Collector received the submission.

You can see how many fatal validation exceptions each collection received during its validation.

You can spot potential problems, such as a processing stage that normally transitions quickly to the next stage remaining "stuck" for a while. For example, normally, the Report Collector requests a submission as soon as it receives notification that a submission is available. Because of this swift turnaround, it is unusual to see a collection in the "Certified" stage for a long time (longer than a few minutes). If a number of collections are in this "Certified" stage, it could indicate that the Report Collector has lost its connection with the State ZIS (and the State agency needs to restart this connection), or that the Report Collector is backed up a bit in requesting the submissions. In the Submissions tab, this stage is displayed as **Waiting for report authority to issue request**.



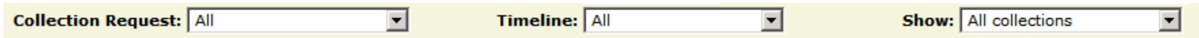
Use the **Filter Options** controls to fine tune which processing stages, for which collection requests and submitters, you wish to monitor.

LEA Selection

The first line of the filter options, **LEA Selection**, allows you to select which LEAs you wish displayed. Of course the displayed LEAs are further filtered to show you only the ones you are authorized to view – if you have a single submitter role ignore the LEA Selection line.

You can select **All LEAs** or to specify one or more LEAs by typing in a name (or fragment of a name) and/or **LEA State ID** (or part of the State ID). The LEA name comparison is case-insensitive.

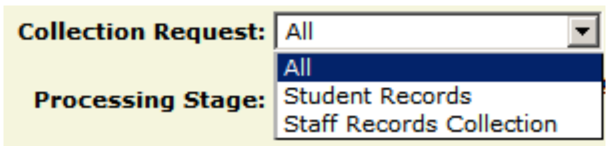
For example, if you enter the "school" (without the double quotes) in the **LEA Name** textbox you will select only those LEAs which include "school" as part of their name. Similarly if you enter 24 in the LEA State ID you will select only those LEAs which have 0 and 4 as two consecutive digits in their State ID. If you enter an LEA State ID and an LEA name the displayed LEAs will match both the name and the State ID strings you entered.



Checking the **All LEAs** checkbox overrides anything entered in the **LEA State ID** and **LEA Name** text boxes.

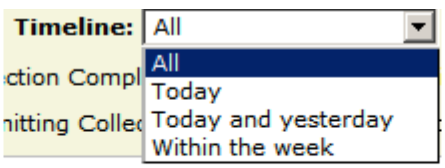
Collection Request Selection

The Collection Request dropdown lets you select all collection requests, or a specific collection request.



Timeline Selection

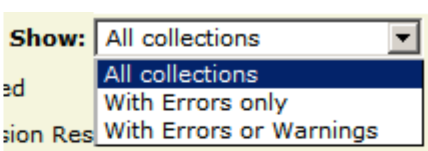
The Timeline drop-down lets you restrict the period of activity to today only, today and yesterday, one week, or all (no restriction).



The Data Collector has a "weekends are free" policy, meaning that Saturday and Sunday are not counted when considering **Today** or **Today and yesterday**. For example, if you are using the Data Collector on a Saturday or a Sunday and select **Today**, you will see all activity since the start of Friday (midnight immediately following the end of Thursday). Similarly, selecting **Today and yesterday** on a Monday would show you all activity since the start of Friday.

All/Errors/Warnings Selection (Show)

The last drop-down menu on the second line allows you to select just the collections that have errors or warnings.

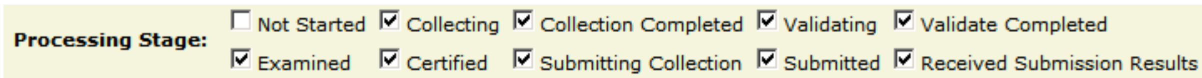


Errors and Warnings refer to the errors and warnings produced by the Data Collector during the validate or data collection processing phase, not to validation exceptions. Errors and Warnings refer to items displayed on the **Errors and Warnings** page of the Data Collector, not to the validation errors shown in the validation exception report.

Processing Stages Selection

The **processing stage** filter lists all the possible stages in which a collection can be, except for "stopped". A stopped collection is equivalent to a cancelled collection. It either will be cancelled or will be replaced by the start of a new collection, so it does not qualify as "activity" at the Data Collector.

Unlike all the other filters, the processing stages are "additive" rather than "cumulative" ("or" rather than "and"). In other words if you select **Collecting** and **Validating** stages you will see any collection which is either currently collecting data or validating. Contrast this with the LEA selection, where if you enter part of a name and the state ID the displayed LEAs must match on both the name and state ID strings you entered.



The processing stages are defined as follows.

Not Started: The LEA has never started a collection for this collection request. Note that you cannot select Not Started together with a specific timeline, since Not Started means never started. Similarly, you cannot select Not Started and also select to see only collections with errors or warnings, since a collection which has not yet started cannot have any errors or warnings. If you make either of these invalid selection combinations, you will get an error message, informing you of the error, once you click on the **Run Query** link.

Collecting: The collection is running currently and has not yet finished.

Collection Completed: The data collection has finished (validation has not started).

Validating: Validation has started and has not yet finished.

Validate Completed: The validation step has completed, but no one has examined the results yet.

Examined: Someone has examined the validation results.

Certified: The user has clicked on the Certify & Submit link and has initiated the submission process. Normally, this stage has a very short duration.

Submitting Collection: The Data Collector is transmitting the submission to the State agency. Normally, this stage lasts only a few minutes.

Submitted: Transmitting the submission has completed.

Received Submission Results: The Data Collector has received notification from the Report Collector that the State agency has started (or finished) processing the submission.

Links for Selecting the Stages

Under the **Filter Options**, there are four links. You can use these links to select or deselect multiple processing stage check boxes.

Restore Defaults: By default, all the checkboxes are selected, except for the Not Started checkbox. Clicking on Restore Defaults yields the same result as clicking on the Select All Stages link, with respect to the processing stage checkboxes. Restore defaults also clears the LEA selection fields (and selects All LEAs), and resets the drop-downs for all collection requests, all timelines and all collections.

Select All Stages: This selects all checkboxes, except for the **Not Started** checkbox. Not started is in its own category. To select only the Not Started checkbox, deselect all other stages (the **Deselect All Stages** link does this quickly), then click on the Not Started checkbox.

Deselect All Stages: Clears all the processing stage check boxes.

Select All Running Stages: This option selects only the Collecting, Preparing, and Submitting check boxes—the stages in which the Data Collector is actively executing. When you have the Server Administrator role, you can use this to check if there is any activity running at the Data Collector at a given moment, in case you need to bring down the Data Collector service.

Run Query Link

Click on Run Query, and the Data Collector will find all the activity for the collection request(s), LEA(s), and processing stages that you selected. The most recent collection that satisfies the selection criteria for each LEA (and collection request) will be displayed in the table below the Run Query link.

Display of Results

Once the query has run, the results are displayed.

Collection Request / Submitter	LEA State ID	Subm	Version	Timestamp	Stage or Result	Exceptions	Err,Warn	Statewide
▼ Staff Records Collection (2012Staff)								
Advanced Learning Academy	H4	2	1.2	10/26/2011 11:50:56 AM	RC: Processing Completed	0	None	No
Digital Learning Academy	D2	1	1.2	10/26/2011 11:30:16 AM	RC: Processing Completed	0	None	No
Lakewood	C3	2	1.2	10/27/2011 05:25:32 PM	RC: Processing Completed	0	Err: 2	No
Westlake School District	H3	14	1.2	10/28/2011 12:11:46 AM	Validate Completed	3	Err: 2	

Export to a file

The table displays the status of the latest collection (or submission) for each submitter and each collection request.

Note that the status of the collection will not be displayed if you do not select the stage. For example, if you do not select the **Received Submission Results** checkbox you will not see any LEAs for which the Report Collector has responded to their submission, and who have not yet started on a subsequent collection.

Explanation of the columns in the displayed table:

Collection / Submitter: shows the name of the collection request and each LEA name for this collection request. You can expand or collapse the list of LEAs under each collection request, using the collapse/expand arrows.
Note: The LEA name is a link to the **Progress History** page, which shows the status of each submission (and of the current collection, if any).

LEA State ID: shows the State ID of the LEA.

Subm: shows the submission number. For a collection that has not yet submitted (collecting data, validating, examined, etc.) this is the number of the submission when this collection will be submitted.

Version: shows the version of the collection request when the collection was validated (or the version when the data collection started, if the collection has not yet been validated).

Timestamp: shows the timestamp relevant to the displayed processing stage. For example, when the collection was started (for the collecting stage) or when it finished (for the collection completed stage).

Stage or Result: For collections that have not yet been received by the State agency, this corresponds to the checkboxes in the **Filter Options**. For a submission for which the Data Collector has received a response from the Report Collector, this shows the submission result (same as what is displayed on the **Submission Results** page). The result string from the Report Collector has an "RC:" prefix, to differentiate it from a processing stage at the Data Collector.

Exceptions: shows the number of fatal validation exceptions found during the validation for this collection. Until the validation completes, this number is not known (displayed as 0).

Err, Warn: shows the number of errors and warnings, in cases where there are processing errors. In such cases, this field becomes a link. When clicked, it redirects to the **Errors and Warnings** page for the collection.

Statewide: This column applies only to submissions that have received a response from the Report Collector. For these submissions, the column shows whether or not the State agency has sent a validation exception report for the submission. The field only shows a Yes/No – it does not show the number of validation exceptions.

The presence or absence of processing errors and warnings also controls the health icon to the left of the LEA name: a red "X" when there are errors (and possibly warnings); a yellow "!" when there are warnings (but no errors). A green checkmark indicates there are no processing errors or warnings (there can still be fatal validation exceptions). A "Not Started" collection is also shown as a warning.

Exporting Query Results

Click on the link under display of results to export the displayed results to a CSV file.

Export to a file

This link writes out the displayed results to a CSV file.

	1	2	3	4	5	6	7	8	9	10	11
1	Collection Request	Submitter	LEA State	Submission	Collection	TimeStamp	Stage or Result	Fatal Exce	Collection	Collection	Has statewide exceptions
2	Staff Records Collection (2012Staff)	Advanced Learning Academy	H4	2	1.2	10/26/2011 11:50	RC: Processing Completed	0	0	0	No
3	Staff Records Collection (2012Staff)	Digital Learning Academy	D2	1	1.2	10/26/2011 11:30	RC: Processing Completed	0	0	0	No
4	Staff Records Collection (2012Staff)	Lakewood	C3	1	1.2	10/26/2011 12:23	Validate Completed	0	0	0	
5	Staff Records Collection (2012Staff)	Westlake School District	H3	12	1.2	10/26/2011 15:46	Validate Completed	4	2	0	

Note: Because the CSV file does not have the space constraints of the web browser, the names of the columns in the CSV file are longer than in the results displayed in the **Progress** page. The Errors and Warnings are separated into separate columns, and labeled **Collection Errors** and **Collection Warnings**, to make it clear that these are not the validation exception errors or warnings.

Progress History Page

You can click on any of the LEA State IDs in displayed the query results to redirect to the **Progress History** page.

Collection Request / Submitter	LEA State ID	Subm	Version	Timestamp	Stage or Result	Exceptions	Err,Warn	Statewide
Staff Records Collection (2012Staff)								
Advanced Learning Academy	H4	2	1.2	10/26/2011 11:50:56 AM	RC: Processing Completed	0	None	No
Digital Learning Academy	D2	1	1.2	10/26/2011 11:30:16 AM	RC: Processing Completed	0	None	No
Lakewood	C3	2	1.2	10/27/2011 05:25:32 PM	RC: Processing Completed	0	Err: 2	No
Westlake School District	H3	14	1.2	10/28/2011 12:11:46 AM	Validate Completed	3	Err: 2	

Export to a file

The progress history page shows all the submissions for the selected submitter/collection request combination, as well as the current collection not yet submitted (if any).

Progress History

Advanced Learning Academy (H4) — Staff Records Collection

The collection and all submissions from the LEA for this collection request are listed below. Click on the timestamp link(s) for additional submission details.

Submission	Version	Timestamp	Stage or Results from RC	Exceptions	Warn,Info	Statewide
2	1.2	10/26/2011 11:50:56 AM	RC: Processing Completed	0	45	No
1	1.2	10/26/2011 11:29:43 AM	RC: Processing Completed	0	45	No

The columns on the **Progress History** page are:

Submission: submission number

Version: version of the collection request with which the submission was validated.

Timestamp: shows the time at which the stage of processing was reached. You can click on the timestamp to see the **Progress Details** page.

Stage or Results from RC: the stage of collection processing, or the results of the submission processing at the Report Collector—when showing the results of a submission processing, the result is prefixed with "RC:"

Exceptions: shows the number of fatal validation exceptions

Warn, Info: shows the number of validation warnings and informational messages (the numbers of warnings and infos added together)

Statewide: shows yes or no to indicate whether or not the State agency has sent a validation exception report for the submission

Looking at the **Exceptions** column you can see whether the LEA is making progress in reducing the number of fatal validation exceptions, in its submissions history.

Progress Details Page

You can view the Progress Details page by clicking on the timestamp of the submission, whose details you wish to view.

Progress Details

Advanced Learning Academy (H4) — Staff Records Collection

Details for the collection.

Collection	
Collection Request:	Staff Records Collection
Collection Request Version:	1.2
Submitter:	Advanced Learning Academy
Submission:	2

Timestamps and Users	
Started collection:	October 26, 2011 11:50:28 AM
Finished collection:	October 26, 2011 11:50:28 AM
Started validate:	October 26, 2011 11:50:31 AM
Finished validate:	October 26, 2011 11:50:33 AM
Validate executed by:	sifworks
Last examined:	October 26, 2011 12:29:08 PM
Last examined by:	sifworks
Certified:	October 26, 2011 11:50:40 AM
Certified by:	sifworks
Notified RC submission ready:	October 26, 2011 11:50:40 AM
Started submission:	October 26, 2011 11:50:45 AM
Finished submission:	October 26, 2011 11:50:45 AM
Received response from RC:	October 26, 2011 11:50:56 AM
Response from RC:	Processing Completed

Validation Exception Counts	
Fatal (records suppressed):	0
Warnings:	45
Informational:	0
Has statewide exceptions:	No

The Progress Details page has three sections: Collection, Timestamps and Users, and Validation Exception Counts.

Collection fields:

Collection Request: the name of the collection request

Collection Request Version: the version of the collection request with which the submission was validated (or when the collection started, when viewing the details for a not yet validated collection)

Submitter: the State ID of the submitting LEA

Submission: the submission number.

Timestamps and Users fields:

Started collection: when the collection started

Finished collection: when the collection completed

Started validate: when the validation started

Finished validate: when the validation completed

Last examined: the most recent timestamp of when a user examined the validation results

Last examined by: the user ID of the user last to examine the validation results

Certified: when the submission was certified

Certified by: the user ID of the user who certified the submission

Notified RC submission ready: when the Data Collector notified the State agency that the submission is ready

Started submission: when the Data Collector started sending the submission to the State agency

Finished submission: when the Data Collector finished sending the submission to the State agency

Received response from RC: when the Data Collector received the latest response from the State agency regarding the processing of the submission

Response from RC: the response status received

Validation Exception Counts fields:

Fatal (records suppressed): the number of fatal validation exceptions. These validation exceptions exclude from the submission the record which caused the exception and any record which depends on this excluded record

Warnings: the number of validation exception warnings

Informational: the number of validation exception informational messages

Has statewide exceptions: whether or not the State agency sent its validation exception report for the submission.

Use the detail timestamps to investigate whether collections or validations are taking "too long", to spot submissions made without examining the validation results, etc.

In the "Timestamps and users" section, the Progress Details page shows the time when the various events took place, in the process of collecting, preparing, and submitting the collection. The Progress Details page shows the response received from the Report Collector, if any. This page also shows the user id of the person who prepared, last previewed, and certified the collection.

In the "Validation Exception Counts" section, the Progress Details page shows the breakdown among the Level 1 validation warnings and informational messages, whereas the Query Results page sums them together under "Rest."

6. Troubleshooting

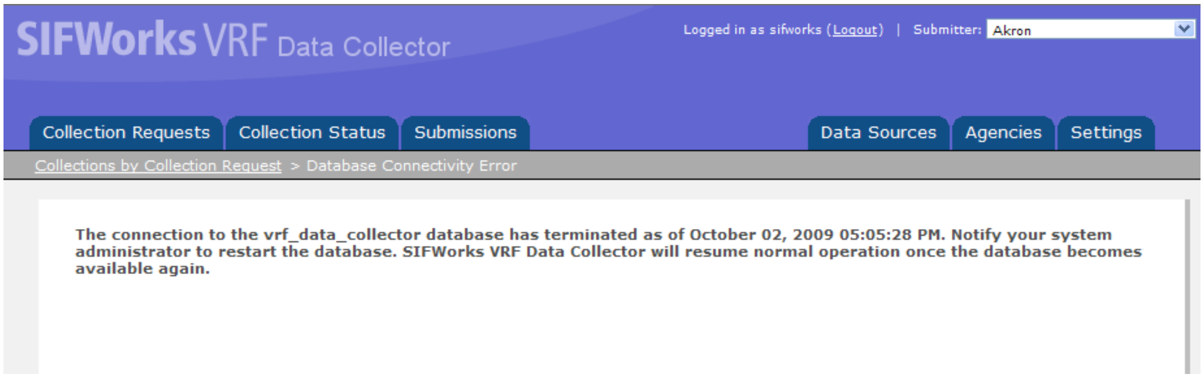
The table below lists some of the conditions you may run into while using the Data Collector, and offers some troubleshooting suggestions.

If you see these symptoms…	It could mean…	What you can do…
Collection Status Page continues to show a spinning icon for some SIF Request(s) long after the others have completed.	The final SIF response packet never reached the Data Collector. The collection is no longer in progress, despite what the Collection Status page indicates.	You can cancel this collection and start over.
The in progress Validate does not seem to advance	1. The Data Collector service is down. 2. Some SQL query in the manifest is taking a very long time.	1. Click on the Collection Requests tab or some other tab. If the Data Collector service is down the web browser will show that it cannot connect to the host server. 2. The SQL queries time out after 20 minutes. The validation should show progress within an hour – the database server may be overloaded. At this point there is no option to cancel validation.
You see differently colored rows when examine an HTML file (after validating the collection)	This is normal processing result	For the valid records the colors alternate between white and light yellow. Red records have fatal validation exceptions (look at the Validation Exceptions report). Peach-colored records are invalid because of a dependency on a record with a fatal validation exception – once you fix all the

If you see these symptoms…	It could mean…	What you can do…
		fatal validation exceptions the peach-colored rows should turn white or yellow also.
You click on the link next to **Errors & Warnings** and do not understand the errors	The error is caused by some obscure technical issue, or the error message is poorly worded.	Make sure you show **Extended description for all** errors, export the errors to a file (or take the screenshots) and send the errors to your VRF administrator.
You get validation exceptions for records you are sure are correct	1. Validation tables did not get the latest updates. 2. Collection request validation rule is implemented incorrectly	1. This case is more likely when the validation exception says the School Number or the Student ID is invalid. If you have the Server Administrator role look at the **Validation Tables** page. Otherwise contact the person with the Server Administrator role. 2. Make your case to the State agency.
Warning icon on the Submissions page, with a status "The connection to requesting agency is down"	The State agency SIF zone is disconnected.	If you have the Server Administrator role, click on the Agencies tab. The **Connection** field displays the SIF Zone status. If it is disconnected click on the link and then on the **Connect** link. Otherwise contact the person with the Server Administrator role.
"Waiting for requesting agency…" on Submissions page.	The Report Collector is down.	Contact your VRF administrator (or the State agency contact).
You can upload small files but not large files for flat file data collection.	The Data Collector service account does not have Windows Administrative privileges.	Contact DC administrator to check on the service account Windows permissions.

Database Connection Error

The following error message is displayed when the Data Collector 's connection to the database is terminated; contact your system administrator.



Errors and Warnings

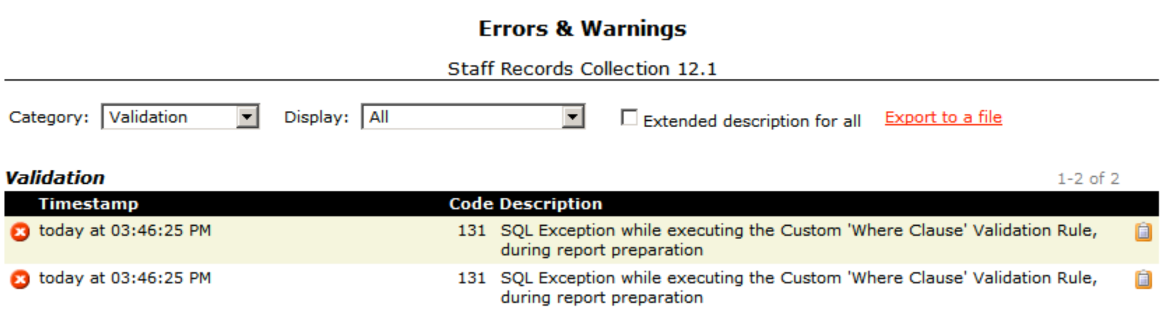
Another tool for troubleshooting errors is found on the **Collection Requests Summary** page, through the link in the **Errors & Messages** field.

> **Note:** Errors and warnings differ from the Validation Exception Report produced when the collection contains validation errors. The Errors & Warnings page displays errors that took place while processing the collection, not those found during data validation.

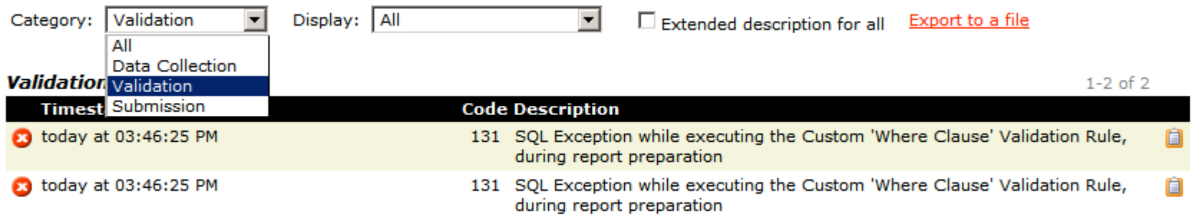
Normally, errors and warnings indicate something beyond your control – such as a system problem, network problem, or an error in the collection request – something which you need to contact your VRF administrator to address.

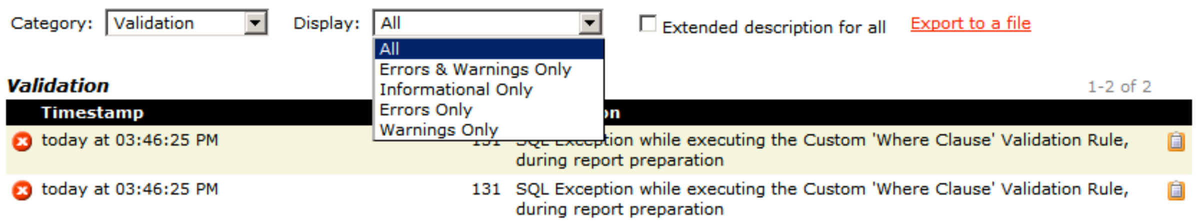
To access the Errors & Warnings page, click on the **Errors & Messages** link.

The **Errors & Warnings** page is displayed.

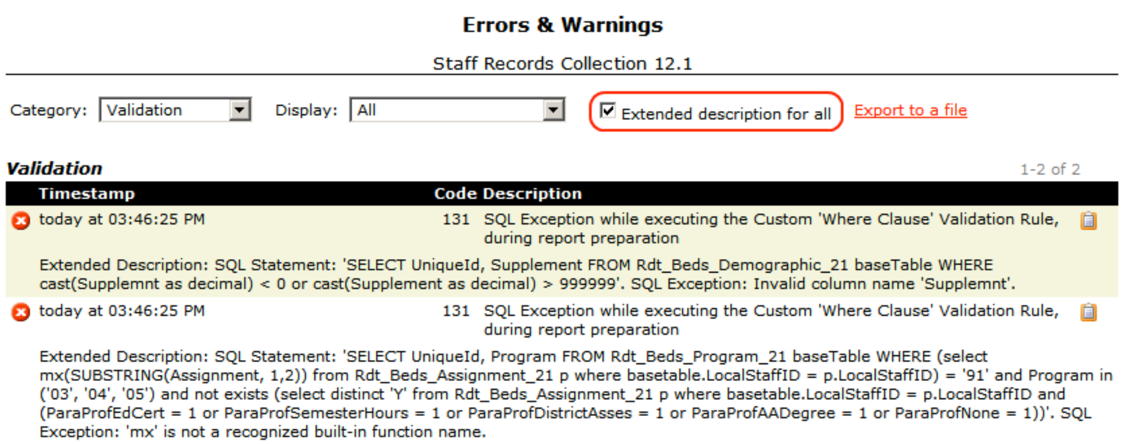


The **Errors & Warnings** page provides options for filtering by **Category** and **Display.**

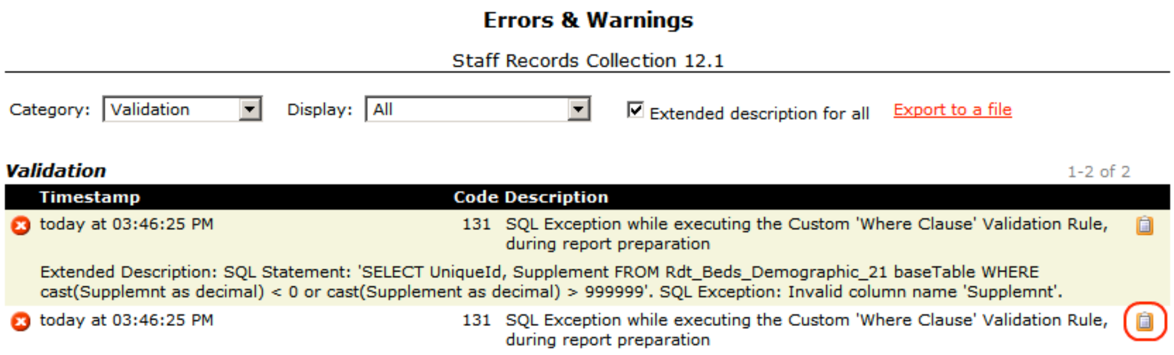


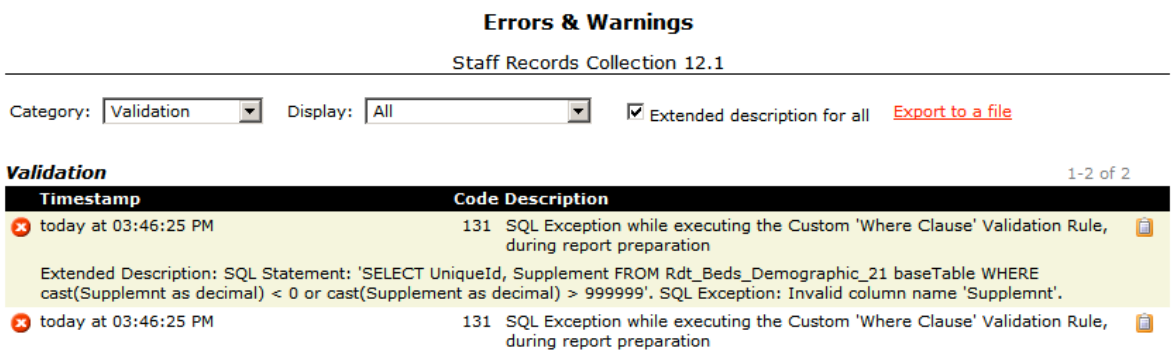


Selecting **Extended description for all** (checked in the following screen capture) results in the display of detailed information about the error(s).



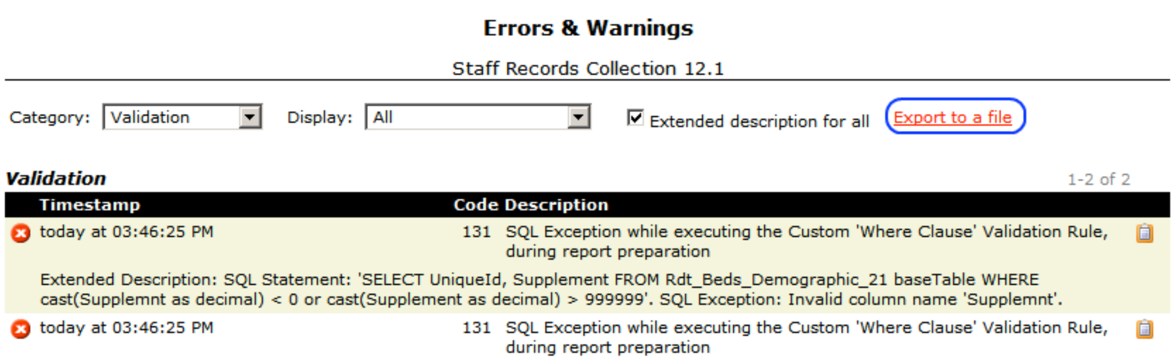
Click on the clipboard icon to extend or collapse the description of a single error.





Note: Always display the Extended Description of the error(s) or warning(s) when taking screen captures to report the problem. The extended description contains crucial technical information, without which the screen captures has a lot less use.

You can export the information to a file, by selecting the **Export to a file** link.



The exported CSV file would look like this:

	1	2	3	4	5
1	Category	TimeStamp	Code	Description	Extended Description
2	Validation	today at 03:46:25 PM	131	SQL Exception while executing the Custom 'Where Clause' Validation Rule during report preparation	Extended Description: SQL Statement: 'SELECT UniqueId Supplement FROM Rdt_Beds_Demographic_21 baseTable WHERE cast(Supplemnt as decimal) < 0 or cast(Supplement as decimal) > 999999'. SQL Exception: Invalid column name 'Supplemnt'.
3	Validation	today at 03:46:25 PM	131	SQL Exception while executing the Custom 'Where Clause' Validation Rule during report preparation	Extended Description: SQL Statement: 'SELECT UniqueId, Program FROM Rdt_Beds_Program_21 baseTable WHERE (select mx(SUBSTRING(Assignment, 1,2)) from Rdt_Beds_Assignment_21 p where basetable.LocalStaffID = p.LocalStaffID) = '91' and Program in ('03', '04', '05') and not exists (select distinct 'Y' from Rdt_Beds_Assignment_21 p where basetable.LocalStaffID = p.LocalStaffID and (ParaProfEdCert = 1 or ParaProfSemesterHours = 1 or ParaProfDistrictAsses = 1 or ParaProfAADegree = 1 or ParaProfNone = 1))'. SQL Exception: 'mx' is not a recognized built-in function name.
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